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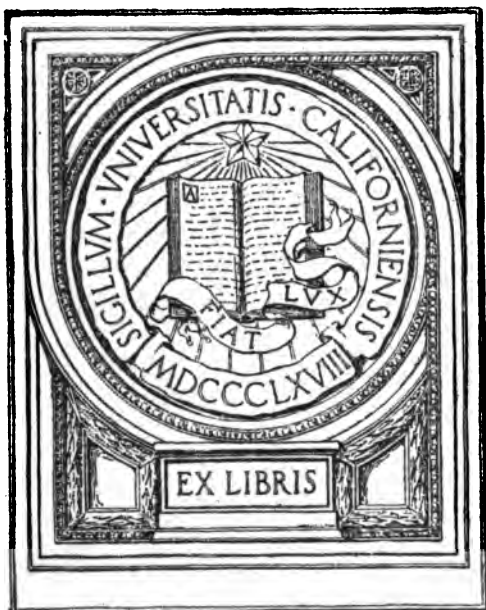
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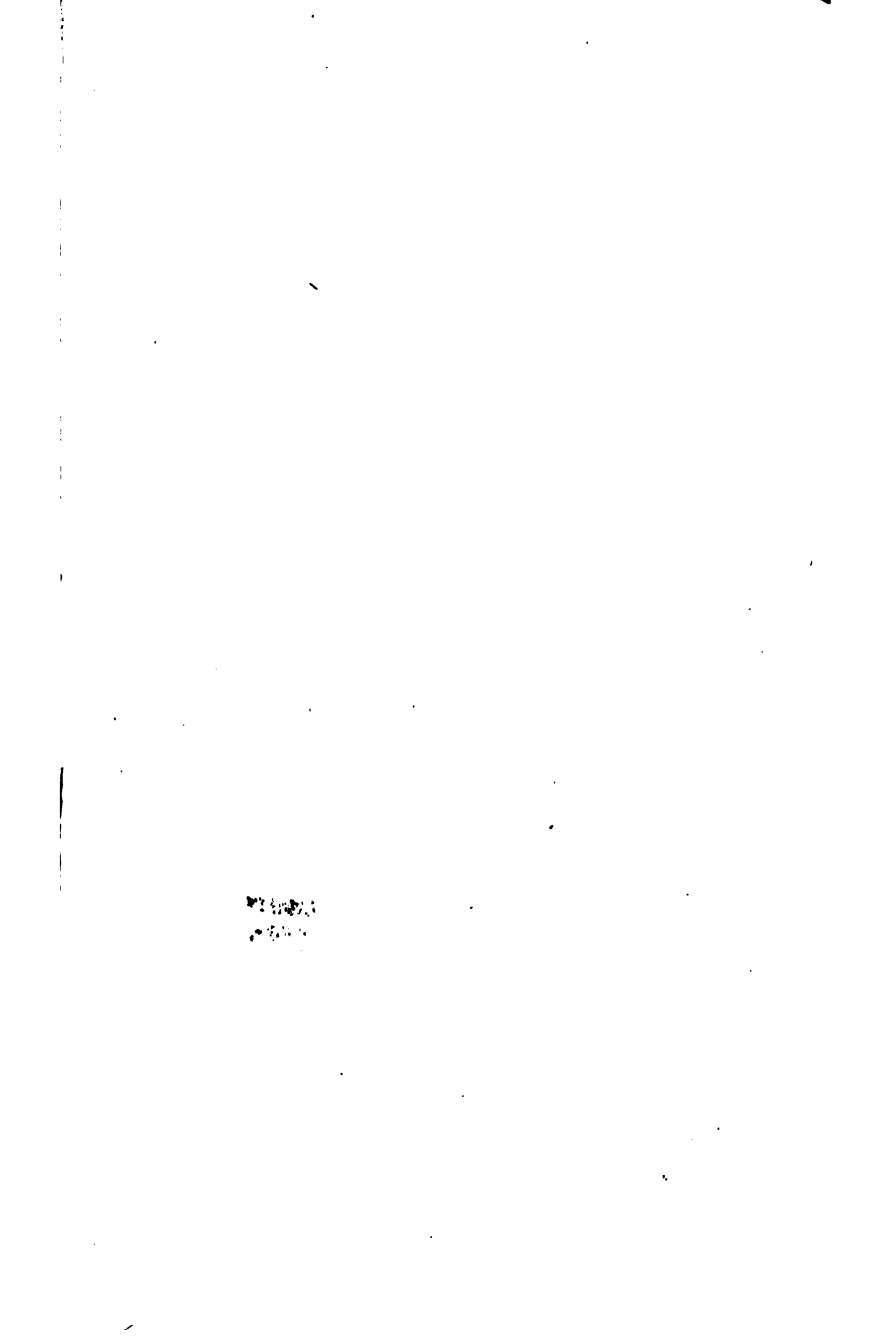
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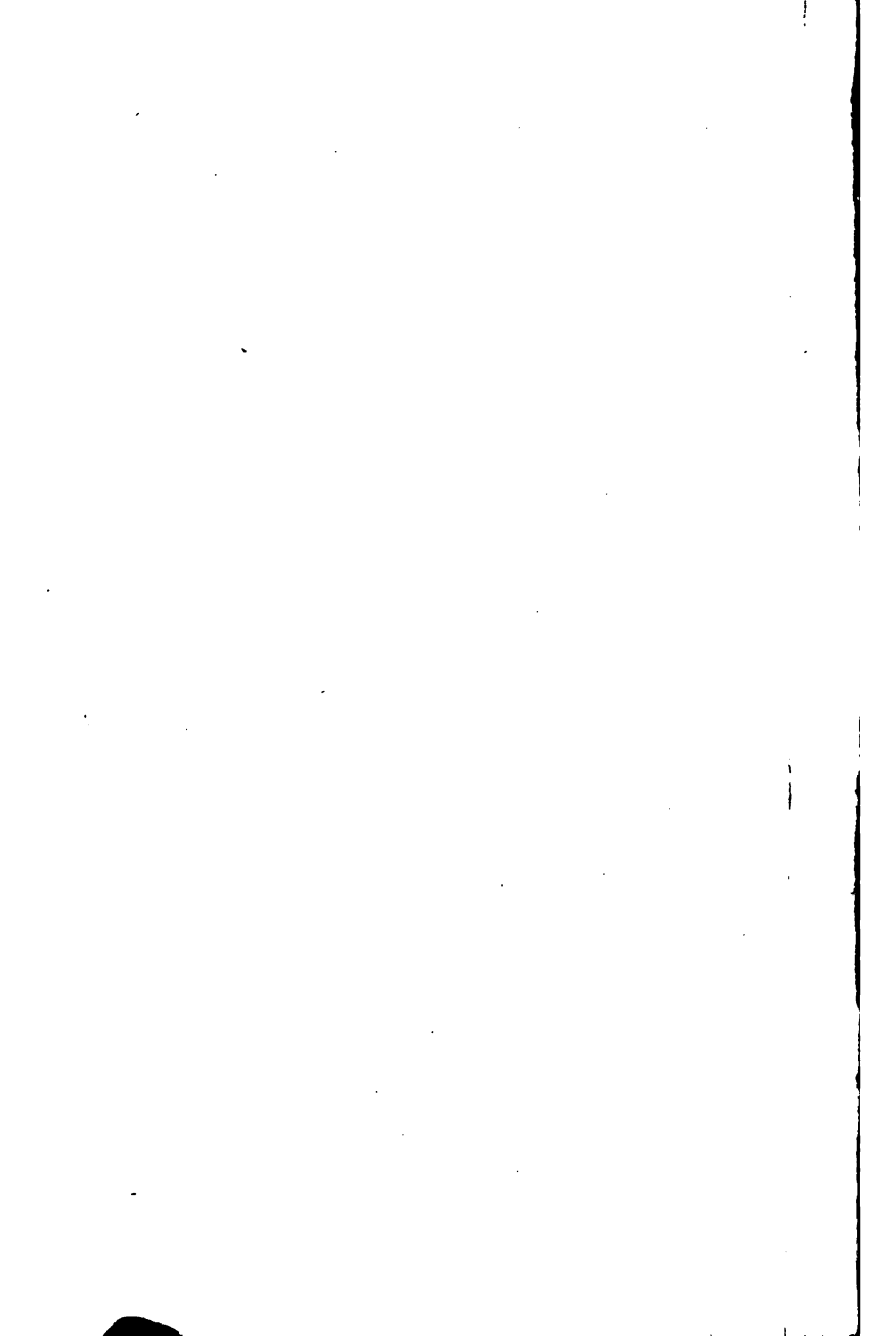
By R. L. POWER



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Boston's Special Libraries

BY
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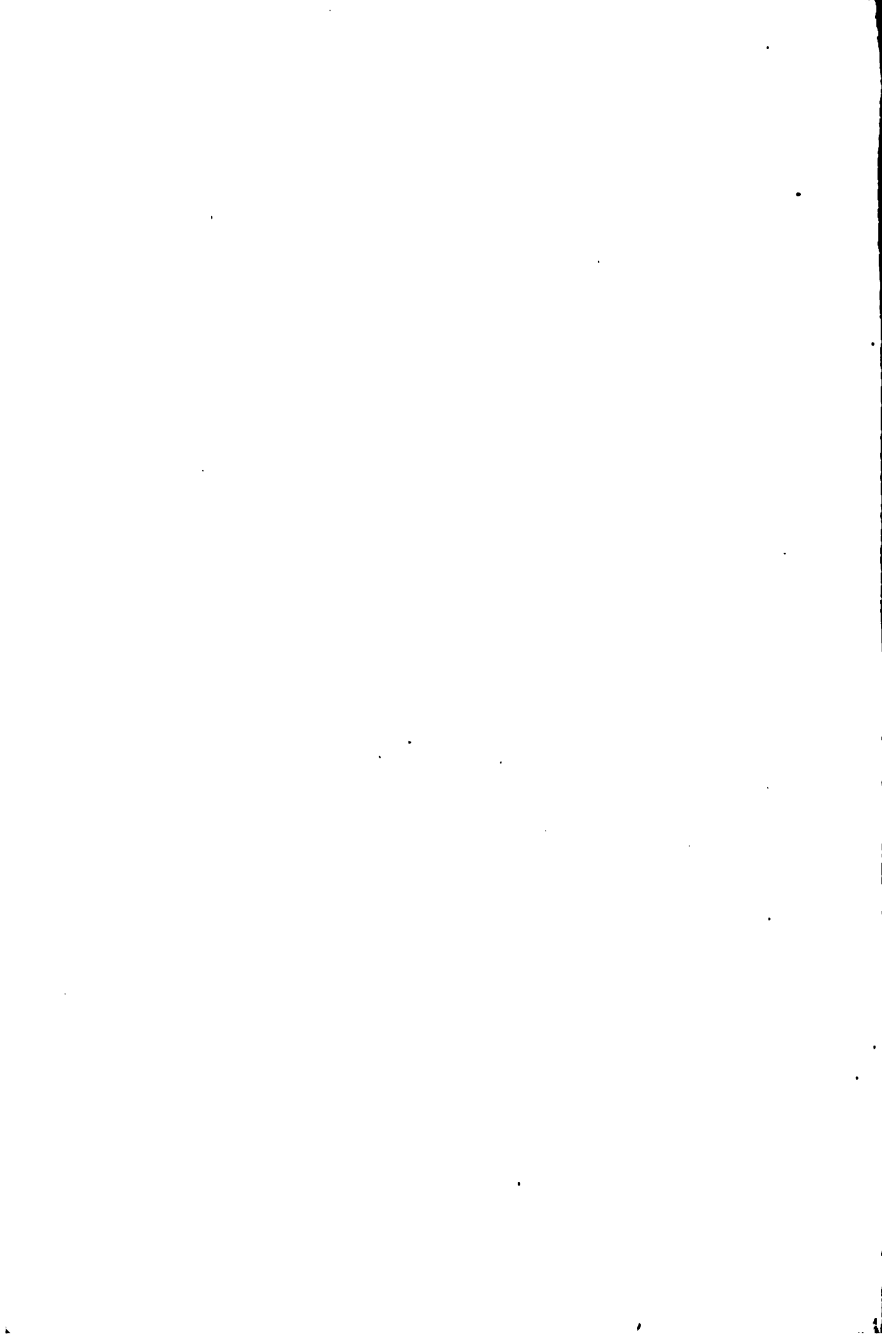
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TO VNU
ANNAPOLIS

To
DEAN EVERETT W. LORD

*Whose inspiration will
be the making of
many books*

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FOREWORD

A librarian plying his trade in the heart of Boston has opportunities to dip into many lines of research closed to workers in a city where literary tradition has less part in the directing of public life.

During the collegiate year of 1916-17 the advisability occurred to me of visiting and tabulating the various special libraries in and about Boston, partly to satisfy my professional curiosity, partly to compile a guide book for the students of the college, who, I felt, might conveniently use greater specialized resources than the library under my own charge could at that time offer.

The result of several months of study and note-taking was a set of twenty-two articles printed originally in the *Boston University News*. Later the whole series was summarized and published serially in the *Library Journal*, while several of the articles appeared separately in various trade periodicals.

Many issues of the *News* were quickly exhausted and the continued heavy demand for complete files which could not be supplied demonstrated the advisability of reproducing the matter in more available and permanent form.

In order to form a more complete guide the number of libraries was increased to cover the en-

tire field in the city of Boston. Practically all special and business libraries listed in the *Library Annual* and other sources were included.

In general the articles are descriptive only of business and of the more unusual types of specialized collections, but one law, one medical and one theological library have been included for purposes of reference. No attempt has been made to include institutional, public or private libraries of general nature.

Two-thirds of the libraries listed here have been visited by me personally. When the pressure of additional duties became too great, members of the library staff visited the remainder. It is from the notes taken from these personal visits that the data has been written. Practically without exception the manuscript describing each library has been submitted to its librarian for correction.

Special thanks are due Professor Harry B. Center, editor of the *Boston University News*, for permission to reprint the material which originally appeared in that publication, and to Alfred E. Longueil, at that time editor of the *Boston University Beacon*, for his valued services in connection with copy editing.

RALPH L. POWER.

Boston University, September, 1917.

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Boston's Special Libraries

1. Aberthaw Construction Company Library

The Aberthaw Construction Company at 27 School Street, established library facilities 15 years ago with a small working collection devoted mostly to concrete and constructional engineering.

This concern makes a specialty of reinforced concrete work in the construction of concrete dams, factory buildings, etc. The work generally consists of excavation, building, and the installation of fittings, including engineering connected therewith.

The book collections number slightly over three hundred, and the pamphlets, which are kept in pamphlet cases, number 5,000, including blue prints and maps. The magazine list includes all the recognized periodicals on industrial engineering and construction.

The bound books include such association publication as the National Association of Cement Users, American Society for Testing Materials, and trade directories and year books. Other material deals intensively with reinforced concrete, costs, efficiency, and employment.

This library is maintained for the executive force of the concern. Mr. Henry B. Alvord is the Librarian.

2. Allen and Daggett Library

Allen and Daggett—patent attorneys—in the Old South Building maintain a library of 1,000 volumes devoted almost wholly to federal law.

The collection includes supreme court decisions,

legal texts, reference works, and some material on electrical and mechanical engineering. The *Official Gazette* since 1790 is bound by months and fully indexed.

The library is maintained by the company for the use of its employees and the clients of the firm. The concern was established about 40 years ago.

Most of the material in the library is indexed by years. Mr. D. A. Griffin is in charge.

3. American Academy of Arts and Sciences Library

The American Academy of Arts and Sciences, housed since 1912 in the new building at 28 Newbury Street, put up in memory of Alexander Agassiz, contains a large library devoted to mathematical and natural sciences. As in the majority of such cases, this library began with the very establishment of the Academy—in 1780. Since then it has continually received additions by exchange, by gift, and through the publications of Fellows of the Academy, who now number five hundred.

There are at present 35,000 volumes and 12,000 pamphlets in the collection. The bound books are kept in the stacks, of which there are six floors, one of which is used for storage space. The administrative office of the library houses the pamphlet material in file cases to the number of nearly 200. The card catalogue is also in this room. It is a guide to the entire collection and lists the material under authors and subjects. The catalogue contains approximately 65,000 cards.

Magazines to the number of about fifty, devoted

to the field in which the library specializes, are filed. Many are of foreign countries.

The reading room, which is furnished with comfortable arm chairs and desks, contains many reference books. The bulk of the material is kept, however, in the stack rooms. Memoirs and proceedings of scientific societies all over the world form a large part of the book collection. The library has unusual and fairly complete files of foreign scientific society publications. Generally speaking, the material along this line does not duplicate to any great extent the collection of libraries of similar nature in this part of the country.

The building of the Academy contains, in addition to the library, committee rooms, a large lecture hall, and alcoves for folios of scientific works.

The Library of the American Academy of Arts and Sciences is solely for the Fellows and Members of the Academy and persons introduced by them, though any one wishing to consult a book may do so through the courtesy of the Librarian.

Dr. Arthur G. Webster of Clark University is Librarian, but the Assistant Librarian, Mrs. Austin Holden, is in direct charge of the administrative work.

4. American Agricultural Chemical Co. Library

The Agricultural Service Bureau of The American Agricultural Chemical Company, 92 State Street, Boston, has a library consisting chiefly of books and pamphlets on the subjects of soils, fertilizers and farm crops.

It contains the Manager's large, personal collection of bulletins and reports from most of the Agricultural Experiment Stations of the United States and from the United States Department of Agriculture from the period from 1890 to 1912 and the Bureau's collection covering the period from 1912 to date. This collection represents many thousands of pamphlets and bound volumes.

In addition, the following periodicals are on file:

The Journal of Agricultural Science, London, Vol. I (1905), to date.

Journal of Agricultural Research, Washington, D. C., Vol. I (1913), to date.

Monthly Bulletin of Agricultural and Commercial Statistics, International Institute of Agriculture, Rome, May, 1914, to date.

Monthly Bulletin of Agricultural Intelligence and Plant Diseases, Int. Inst. of Agriculture, Rome, February, 1915, to date.

Monthly Bulletin of Economic and Social Intelligence, Int. Inst. of Agriculture, Rome, May, 1914, to date.

Experiment Station Record, Washington, D. C., Vol. I (1889), to date.

Soil Science, New Brunswick, N. J., Vol. I (1916), to date.

Annales de la Science Agronomique, Paris, 1913, 1914, 1915.

Centralblatt für Bakteriologie, Berlin, 1906 through 1915.

Die Landwirtschaftlichen Versuchs-Stationen, Berlin, 1859 through 1915 (incomplete).

Landwirtschaftliche Jahrbücher, Berlin, 1912-1915 (incomplete).

Zentralblatt für Agrikulturchemie (Biedermann's), Leipzig, 1913, 1914, 1915 (incomplete).

Agricultural News, Barbados, July, 1914, to date.

Agricultural Index, White Plains, N. Y., Vol. I (1916), to date.

The library also contains several hundred of the most recent texts and reference books relating to agricultural chemistry, botany, bacteriology, soils, fertilizers, crop production, insect pests, plant diseases and other agricultural subjects.

Since this collection is used as a reference library by the Bureau, it is usually available for consultation only in the office of the Bureau. The manager of the Bureau and his assistants are always glad to be of assistance to those seeking agricultural information.

Dr. H. J. Wheeler, an international authority on agricultural chemistry, is the manager of the Bureau.

5. Appalachian Mountain Club Library

The Appalachian Mountain Club, at 100 Franklin Street, has an interesting library devoted principally to mountaineering, exploration, discovery, botany, geology and other subjects allied. It consists of about 2,500 bound books and 1,500 pamphlets, with a card catalogue for the book collection. Maps which form an important part of such a library, and are invaluable for the members, are shelved to the number of 2,000 or over.

The annual increase is through exchange with

corresponding societies, donations and appropriations.

Some geographic publications and periodicals are in the library, but the main collection relates to the literature of mountains and mountaineering, and works of general geographic interest. There are also some small collections on subjects pertaining to the several departments of the Club work, such as snow shoeing, hut building, etc.

The Appalachian Mountain Club publishes valuable material relating to the White Mountains and mountaineering. The best known of these is its "Guide to Paths in the White Mountains and Adjacent Regions," without which the many hikers in the New Hampshire Mountains would not enjoy their trips half so much as they do.

The Sella Collection is an interesting part of the collection. Besides the original collection there have been many various donations, mainly in 1910. There are now several hundred photographs in the collection showing Alpine and Caucasian mountain scenery taken by Vittorio Sella of Biella, Italy. Loans of photographs are made without charge to societies desiring to exhibit them gratuitously to the public.

The library occupies two rooms, one of which is also used as a meeting room for the Council and Committees. The Appalachian Mountain Club was organized in 1876, and material for the library of the club was collected from the first.

Mr. Perceval Sayward is secretary of the Appalachian Club, and Miss Alice G. Higgins the librarian.

6. Boston Chamber of Commerce Library

The Boston Chamber of Commerce contains a library and reading room adjoining the Boston Stock Exchange on the third floor of the Chamber of Commerce Building.

The collection is somewhat general in the main room, but specific works relating to foreign trade, port development, trade statistics, and maritime affairs are kept in the several rooms in which special work is going on along those different lines.

A fairly complete collection of reports and publications of boards of trade, chambers of commerce, improvement societies and other commercial associations for the past few years is on hand. It includes the larger and better known organizations in the United States, with the addition of some European associations such as those of London, Hong-kong and others. A few reports of national industrial associations are received, such as the National Association of Cotton Manufacturers, National Association of Wool Manufacturers, National Association of Manufacturers, etc.

The bound book collection numbers about 2,000. The books are not catalogued. Fairly complete reports of useful government publications are on file. These include the many census documents, reports on the commercial relations of the United States and several others. A fairly strong collection of general reference books is also part of the equipment. Many newspapers are regularly placed on the racks and a large number of magazines relating to current information and general topics are on the reading tables. In one corner a very representative file of city directories is shelved.

The Chamber of Commerce Library serves the double purpose of a reading room and general library for its members and a highly utilitarian department of information for the staff of secretaries and other administrative officers. For these, small working collections are in many of the offices and committee rooms.

L. B. Hayes, an assistant secretary, whose principal duty is in investigations, also acts as librarian.

7. Boston Consolidated Gas Company Library

The library of the Boston Consolidated Gas Company is located in the commercial department at the company's building on West Street. In addition to the regular library, most of the company's officials have books relating to their specific work in their own offices, and, since the divisions are different, duplication is minimized.

Although some material for the collection was bought prior to 1897, it was not until about that time that regular attention was given to the book collection. The library now contains approximately 1,200 volumes and 1,000 pamphlets.

The collection in this library is mostly of a fairly technical nature. In general the works in this gas library may be found in other commercial and industrial libraries. Since the Gas and Coke Company and the Construction Company are both widely separated from the main executive department, the resources must also necessarily be divided.

The material is shelved according to divisions. These, according to the library catalogue of 1909,

are somewhat as follows: Civil engineering, commercial department, electrical engineering, financial, gas and illuminating engineering divisions, industrial economy, legislation, marine and naval engineering, mechanical engineering, mining and metallurgy, miscellaneous division, railway engineering statistics division, street and electric railways, and miscellaneous books, pamphlets and articles.

On the shelves are government documents of use to public service corporations, technical periodicals in the gas, electric and allied lines, and proceedings of technical societies. The file of the American Gas Institute publication begins with 1875.

The catalogue lists most material in the library. It is arranged alphabetically by subjects and subdivisions. For instance, gas a main head, is subdivided under burners, cases, efficiency, engines, fixtures, operation, rates and theory.

The Gas Company library is not at present complete. The Librarian, R. C. Ware, was called to the front in Europe before his work was finished. The work is now being done by a filing clerk. It comes under the direction of W. W. Cummings, Manager of the Industrial Fuel Department and Superintendent of the Office.

8. Boston Department of Public Works Library

On February 1, 1911, the street, water and engineering departments of the City of Boston were consolidated under one head as the Public Works Department. This is now divided into the follow-

ing divisions: bridge and ferry, highway, and sewer and water.

The library of the department is located in Room 806 in the City Hall Annex. It contains about 3,000 books, besides the thousands of papers and reports in the department archives.

The book material, assembled for the use of the employees, relates to engineering, water, streets, sewers, bridges, and all kinds of public works. Engineering magazines, records, water work association publications and municipal public works reports are kept.

Inspectors' reports are catalogued and filed. They include bids, mail lists and contracts. The department archives take up considerable space and form an historical outline of the growth of the department as well as a reference collection for any phase of its work. The books and other material are catalogued by authors and subjects.

The Public Works Library is open to the public, although it is primarily for the city employees in the Public Works Department. Material is not allowed out of the offices. Mr. Charles S. Parsons, clerk, acts as librarian, and is in charge of the work of collecting archives and other material.

9. Boston Department of Statistics Library

The Statistics Department on the seventh floor of the City Hall, maintains a library of 10,000 books and 4,000 pamphlets which is open to the public. It is used chiefly by city officials, and contains mate-

rial on statistics and official United States and foreign municipal documents.

The department collects, compiles and publishes such statistics relating to the City of Boston and such statistics of other cities, for purposes of comparison, as it may deem of public importance. It also furnishes statistical information to the city departments and public on request. The Boston Municipal Register is compiled annually by the department. The department published the *Monthly Bulletin*, 15 volumes, and Special Publications, 1 to 20, in the period 1898 to 1913. The publication of these volumes has been suspended since 1913 through lack of funds.

The library has been in existence since 1894. It has excellent files of documents issued by Boston and some from the Commonwealth. Other state and national reports besides municipal publications from the principle cities of the world form the bulk of the collection.

The Secretary of the Statistics Department, Dr. Edward M. Hartwell, who has occupied that position since its establishment in 1897, is in charge of the library facilities.

10. Boston Elevated Railway Library

The Library of the Boston Elevated, shelved at the general offices of the company, maintains a unique position in the special library realm. So far as it is possible to ascertain, no other street railway company in America supports such a library.

The Boston Elevated's collection comprises bound volumes to the number of about one thou-

sand. It embraces varied branches of knowledge. There are a few works on general business and its various sub-divisions, directories, public utilities reports, city, state and national government publications regarding finances, census, electrical data, etc., reports and literature of transportation in other cities of the United States, including street railroad reports of the larger cities, railroad reports of the New England states, and much statistical matter. But mainly the bound book collection deals with safety investigations, accidents, and literature dealing directly with street railroad work.

Every library of the specialized type depends to a greater extent upon pamphlet material and people than upon books. The Boston Elevated Library must cover a multitude of different phases of human endeavor and knowledge. Approximately five or six thousand pamphlets, leaflets and clippings are included in the collection. And they are so arranged as to be accessible at a moment's notice. Larger pamphlets are filed in pamphlet boxes until enough accumulate to warrant binding. They are then fully catalogued and the bound volume is dog-eared to facilitate its use. Hence the wide range of subject headings in the vertical file.

Some of the material is housed in regular vertical files, others in files containing expansive envelopes. By glancing over merely a few of the envelopes one might gain a slight idea of the varied subject material. As I glanced rapidly over one collection I noticed immense envelopes with the following labels: car types, arbitration, cleaning, crossings, barns, cables, cost of stopping, escalators, express, equipment, labor, wrecks, subway, signs, paints, stations, buildings, elevated, insurance, rails, reports

of hearings. It is only when one fully realizes the magnitude of the undertaking to accurately classify and catalogue such a collection that he can appreciate the work of the librarian.

Atlases of Boston and its vicinity, maps of various localities and pictures of different properties of the Elevated have an important place in the library.

Magazines of use to the immediate constituency of the library are on file. These include literature of electric railroad companies, engineering periodicals, magazines containing frequent contributions to the literature of snow removal, grade crossings, safety first, and allied subjects.

Contrary to the usual custom of libraries, the Elevated has its catalogue in a filing table. This enables one to turn from one subject to another with great rapidity. In libraries of greater size the use of the filing table is prohibitive by the amount of space it would occupy. All material is indexed, books, pamphlets, etc.—making an index of forty to fifty thousand cards, with a yearly addition of over ten thousand. Not only matter actually in the library is indexed, but also such material as is kept in the private offices for the continuous use of officials. A wide use is made of indexes of every sort, and the collection of these bibliographical aids has been thorough.

The company maintains what it calls its "reservoir library" at Sullivan Square. Each department of the company has the privilege of vault space at the Sullivan Square Terminal, and it must, owing to the necessity of utilizing available space about its own offices, store magazines and reports previous to

ten years in this reservoir library. Here are several hundred volumes.

Since it is the only one of its kind in America, the Boston Elevated Library is necessarily the largest. Its efficiency is surprising. Without previous library training the librarian has developed an exceptional well-arranged collection by merely arranging material in groups and designating arbitrary numbers for each group. Louis Armistead, the librarian, had been research assistant for the Elevated, and when the library was established a year ago was appointed librarian. Material and reports of many years back were collected from the various offices, new material added and the library was well under way.

The Boston Elevated Library is not for exhibition purposes. It is a highly utilitarian establishment. Mr. Armistead is always glad to be of service to the student who has occasion to make use of the collection, whether for reports, theses or other material regarding management, public service commissions, safety first appliances or any one of the numerous topics.

11. Boston Globe Library

In 1892 the *Boston Globe* established a reference library which now numbers 2,000 books, 300 pamphlets, 250,000 envelopes of clippings, and 6,000 envelopes of photos.

The books are those of general reference, viz., dictionaries, encyclopedias, histories, reports, etc. The collection is classified and catalogued.

Three rooms are used for the filing system—two

being used for biographical clippings and the other for clippings of places and things. The envelopes are filed alphabetically in vertical file cases. The system is very much the same as that described at length in the article on the Transcript Library. This brings not only material on current events instantly available but everything collected on any subject.

Maps and charts are filed also. The issues of the *Globe* are filed and bound. Other newspapers are filed for a month only.

Nothing is allowed to leave the building, but members of the staff may draw material for use in their offices. The library is open to the *Globe* employees.

The *Globe* Library is one of the largest newspaper libraries in the East, comparing with those of the *World* and *Herald*, both in New York City—wonderful examples of scientific search for worldwide information. The *Globe* facilities are especially strong in New England material. Miss Esther C. Tomelius is the Librarian.

12. Boston Journal Library*

Another newspaper library similar to others included in this book is the library of the *Boston Journal*, at 268 Washington Street. This collection was formed several years ago, and the establishment of it is a story in itself.

There are thousands of clippings and photographs, with about 500 books. The books are of general

* The *Boston Herald* took over the *Boston Journal*, October 6, 1917.

reference and source books from America and European countries for quick information. There is no card catalogue.

The clippings, filed in envelopes, are numbered by envelopes and card indexed. When the photographs are not filed with the clippings they are kept in folders called "shelf photos" with the contents listed on the cover.

Files of the *Journal* are carefully preserved. Other Boston papers are kept for one month. The out-of-town papers are divided into sections and sent to different department heads, such as sporting editor, advertising manager, etc.

The *Journal* library is mainly for the use of the staff. Others may make use of the facilities upon the consent of the city editor or librarian. Mr. Francis Nevin is librarian.

13. Boston Medical Library

The Boston Medical Library of 93,000 volumes, 75,000 dissertations and theses, and 60,000 pamphlets, at 8 Fenway, was organized in 1875. The library is a corporation in itself and is the only medical library in the United States that is independent of any society or institution. Practically all of the various medical societies of Boston have deposited their medical collections with the library which makes it a center for medical literature in Greater Boston.

Important collections are the Martin collection of vaccination and inoculation, a complete collection of *Holmesiana*, the Spring collection on medical biog-

raphy and history, the medical medal collection and numerous paintings. Among the latter there should be mentioned Oliver Wendell Holmes by Billings; Henry J. Bigelow by Vinton; *The First Operation Under Ether at the Mass. General Hospital, 1846*, by Hinckley. Recently the library received the splendid collection of the late Dr. B. Joy Jeffries, probably the best library in America relating to color-blindness.

The following libraries have deposited their medical books with the Boston Medical Library: 1875, Boston Society for Medical Observation; 1876, Boston Dispensary; 1876, Boston Society for Medical Improvement; 1878, Gynecological Society of Boston; 1880, Roxbury Athenæum; 1883, Harvard Medical School; 1898, 1905, Boston Athenæum; 1902, Harvard University; 1903, Cambridge Public Library; 1906, Tufts College Medical School; 1906, Waltham Public Library; 1906, 1908, Boston Public Library.

Six hundred and fifty periodicals in French, German and other foreign languages were received regularly until the War in 1914. Pamphlets are classified as books and later bound. The library has its own scheme of classification and the books are catalogued.

The works in general relate to medicine, science as it touches medicine, old dissertations, dental material, pharmacy, medical biography, reports of hospitals, boards of health and vital statistics, veterinary medicine, surgery, comparative anatomy, pathology, physiology, vivisection, biology, morphology, anthropology, psychology, chemistry, homeopathy, eclecticism, osteopathy, Christian

Science, radiotherapy, Roentgen rays, tropical diseases, pediatrics, ophthalmology and otology, public hygiene, sanitary science, military and naval medicine, medical jurisprudence, toxicology, handwriting, nervous and mental diseases.

The Boston Medical Library is maintained by dues and certain limited endowments and is for the use of its three classes of members, viz.: Fellows, Associates and Life Members. The policy towards the general public is very liberal, however, and generally anyone may use the facilities by signing the visitor's book. Books are circulated among members only. A new stack addition was planned, but on account of unsettled conditions has been postponed.

Dr. James R. Chadwick was the first Librarian from 1875 to 1905, and was succeeded by Dr. John W. Farlow, the present librarian. Mr. James F. Ballard is the assistant librarian.

14. Boston Museum of Fine Arts Library

The Library of the Museum of Fine Arts was organized in 1876, when the Museum was started. It now numbers about 26,000 books, 12,000 pamphlets, and 42,000 photographs.

In the conspicuous position now assigned it, the library, dignified, in virtue of the generosity of Mrs. H. N. Slater, by the title of "William Morris Hunt Memorial Library," is able to make, both to the regular student and the casual inquirer, an appeal impossible in its obscure location at the old Museum. The reading-room is excellently lighted

with three long windows, and the upper walls are hung with tapestries. The bookcases are in two sections, the lower arranged to hold all the library's folios on roller shelves, the upper to hold the most consulted smaller books. The remaining volumes, except the works of reference in the librarian's office, are arranged in a stack which is reached by an electric elevator. When the additional wings of the Museum are built, three of the rooms now occupied by the Collections of Western Art will be transferred to the library, giving it ideal stack and working space on the same floor as the reading-room.

The material consists of works relating to the fine and decorative arts and especially relating either directly or indirectly to the permanent collections of the Museum. The principal subjects covered are Greek and Roman Art, Chinese and Japanese Art, Egyptian Art, Indian Art, architecture, painting, sculpture, design, textiles, prints, numismatics, ceramics, and biography of individual artists.

The library is constantly used by the students of the Museum School of Art, as well as by artists, designers, teachers, lecturers, and students of Greater Boston. The books may not be removed from the library, but teachers are permitted to borrow photographs for the purposes of instruction on condition they be returned within forty-eight hours. The library is open during Museum hours and all visitors to the Museum are welcome.

The Collection of Photographs represents the sculpture, painting, and architecture of Europe, the Nearer Orient, and Japan. Italian painting is the largest section, and the reproductions of Italian

sculpture include Bode's "Denkmäler der renaissance sculptur." The Greek section contains 500 views, the Egyptian 1,000; with photographs of Greek and Egyptian objects in the Museums of those and other countries. The Brunn-Bruckmann "Denkmäler griechischer und römischer sculptur" is here included and the Arndt-Amelung "Photographische einzelaufnahmen antiker sculpturen." Of especial interest is the Japanese section, containing 500 photographs. Most of these are a gift from the Japanese Government, and include the sculpture and painting in the Imperial Collection at Tokio, in the famous temples at Nara, Kioto, etc., and many of the private collections.

Thirty-eight hundred lantern slides accompany and supplement the photograph collection. These slides are provided with a unique catalogue, which facilitates reference by furnishing in every case a diminutive print in addition to the slide number.

In the public catalogue in the reading-room cards for all books are filed under author, title and subject.

Mr. R. Loring Dunn is the acting librarian.

15. Boston Society of Civil Engineers Library

The Library of the Boston Society of Civil Engineers is in Tremont Temple. It is so shelved that it is easily accessible at all times to the members of the society, whether or not an attendant is at hand.

The collection is divided into sections for convenience, each section being subdivided into divisions. Section one contains society publications, transactions, proceedings, and these are subdivided

by cities and states, geographically. Section two is made up of a bound periodical collection. The third section is unusual. In it are found municipal reports, including those of all the city departments in the United States. These are arranged alphabetically; so also are the reports in the fourth alcove, in which the state reports are deposited. Government documents relating in any way whatsoever to engineering are likewise alphabetically arranged in the next space. Sixth, come bound volumes of congresses, expositions, conventions, and also much other material of that sort not kept in the first section.

The 1897 Report of the Library Committee states that sections seven, eight, and nine were to be left open for possible future expansion of other classes, yet there has apparently been no new class which could not logically be shelved in some of the regular sections. The library classification here skips to the tenth section where one finds engineering texts and works of general information and reference. These are arranged by divisions and then by subject; for instance, the materials division is subdivided into iron and steel, concrete and cement, wood, paints and varnishes, and so forth. In the same way, each set of books in the library has a separate notation, transactions of each society, sets of each periodical, each town, city, state and country, with the several departments of each. This classification of a section, division and book number for each volume allows of a limited expansion and is suited to a small specialized library where assistants are not always in attendance.

The Boston Society of Civil Engineers is the oldest engineering society in America, having been

founded in 1848. It is thus even older than the national organization, The American Society of Civil Engineers.

So far as is known, the library began immediately with the founding of the organization. As the society increased or declined, so fared its library. The collection now numbers between nine and ten thousand bound volumes and three thousand pamphlets. Some photos and maps are preserved and complete files of the society's publications are on file. A dictionary catalogue, although not nearly complete, contains eight thousand cards and is extremely useful, notwithstanding the fact that the books are very sensibly located and generally available for consultation without the aid of a catalogue.

Technical periodicals, some fifty or sixty, are regularly received by the library and the back numbers are preserved. Most of the pamphlet material is bound.

A special collection of catalogue studies is stored in a separate case. This is for ready reference. The case contains mechanical engineering catalogues in fifty volumes with an index to the data.

Another specialty is the Clemens Herschel Library of 250 books. Mr. Herschel, a prominent hydraulic engineer of New York City, presented this collection and contributes to it frequently. He has endeavored to assemble a unique library of engineers and by engineers. Thus the work of engineers constitutes an extremely valuable biographical section, and the books by engineers cover every imaginable subject and tend to show the wide range of activities in which engineering men are engaged.

The first thing which met my gaze in the Herschel Collection was Herbert Spencer's *Synthetic Philosophy* in ten volumes; the next was a history and other works relating to Leonardo Da Vinci. I wondered what the connection was between these men and the engineering profession. The encyclopedia enlightened me on this point, and disclosed the fact that both of the men were, among other things, engineers—Da Vinci being a civil, mechanical and military engineer. Spencer was a railroad engineer.

The New England Association of Gas Engineers occupies a small section of the library for their small collection of books. This is a gas collection containing material on gas combustion, production, and engineering; petroleum; fuels, gas journals and proceedings—not a large library, but there is not such an extremely large number of printed books along this line. All highly technical libraries are, as a rule, small.

Engineers—civil, electrical, mechanical, mining—are eligible to membership in the Boston Society of Civil Engineers. The Society consists of members, honorary members, juniors and associates. Anyone may use the library for reference, but circulation is restricted to members only.

The librarian of the society has always been an officer of the organization. Mr. S. E. Tinkham is now secretary and librarian. Three years ago Miss Mary E. Evans was appointed assistant librarian, and since then has devoted her entire time to the reorganization of the library.

16. Boston Society of Natural History Library

The most complete library of its kind in New England is maintained in the building of the Boston Society of Natural History. Starting with the very establishment of the society in 1830, the library has been developed along the line of natural history, specializing particularly on zoology, botany, geology, mineralogy and some travel. The collection now numbers 41,000 bound volumes and about 35,000 pamphlets and unbound material.

The Natural History Library is located on the first floor of the museum building and occupies three large rooms. One of these has recently been entirely remodelled with fire-proof construction throughout. The new quarters contain three levels of stacks, the lowest of which is eleven feet high and contains the greatest number of feet of shelving. Map cases and locked cases for rare material are also kept in this room.

The library catalogue in three separate cases contains over a hundred thousand cards. All material is catalogued by authors and title but not by subject.

The entire collection is made up of texts, books in popular and technical style and a large part of the important matter including sets of journals and of transactions of societies of natural history printed on the subjects which are primarily collected. Many of the volumes are extremely old and rare and not to be had elsewhere in this vicinity. Publications of learned bodies and "Proceedings," "Memoirs," and "Occasional Papers" are secured through ex-

change of the publications of the Society of Natural History.

An unusual file of foreign learned society printed matter is in the library, making a reference source difficult to equal. Particular attention has been given to works concerning the natural history of New England.

Most of the important journals relating to natural history are obtained through subscription or gift, including American, Canadian, English, French, German and Italian journals.

The library is maintained by the Society and books circulate among the members. The general public may be allowed the use of its facilities for reference, but no books may be drawn for home use.

The librarian of this collection is Dr. Glover M. Allen, who is also secretary of the Boston Society of Natural History.

17. Boston Transcript Library

The library of the *Boston Transcript* is in two divisions. The first is the literary. The literary branch of the editorial department keeps track of all the volumes sent in for review. These are weeded out at irregular intervals because of lack of adequate shelving space, and because of their general lack of usefulness to a newspaper office. Nevertheless they form a very respectable collection at all times.

The second division of the library is the utilitarian. This is not in the "library," so-called, but in the reference department. It is purely a source

of information, consisting principally of clippings. As one of the men said, referring to the book-room, "That's the library, but when they want to find out anything they come here."

The information library is made up of a larger proportion of pamphlet and clipping material than the general library. It is a highly specialized special library, made for journalists and newspaper men.

In this collection some books, few in number but great in real worth, are kept. These comprise a small representative collection of almanacs, atlases, biographies, Congressional records, dictionaries and directories, encyclopædias, government documents, and other works of similar nature. One of the most valuable and frequently used sources of information is a bound file of the *Transcript* which comprises all editions of every issue. Many times valuable reference material is found here after it has once been investigated and put into print.

The indexing is the most important part of the reference work. It keeps several people busy at all times clipping. The index trays, similar to the vertical file correspondence cases, number over 300, and as each tray holds two envelopes, side by side, the total number of envelopes is approximately 100,000. It is practically impossible to estimate the total number of clippings, for there are anywhere from 20 to 60 or 70 in each envelope.

The card index, similar to the library catalogue, is the key to the entire collection. It is not technical, because scientific library practice must be sacrificed and a system used which appeals to the journalistic searcher, who is interested in getting quick results rather than familiarizing himself with the

fine points in library science. The bound volumes in the miscellaneous book collection as well as the public documents, are catalogued and for the clippings subject headings are used.

Photographs of people and all conceivable objects on the universe are catalogued also in this file. But the photographic material itself is housed in the art department, although newspapers using large numbers of cuts usually keep the clippings and photographs in the same department. The clipping room in a newspaper office is generally called by its technical name, which is, in the language of the journalist, "the morgue." Another term which appears to be peculiarly Bostonian, is "the graveyard." The functions of the "morgue" are highly specialized, and its construction is very careful.

One section of the room is set apart for the "obits," that is, clippings and sketches of people. These are dated and filed in envelopes with the names written across the tops. The data relating to very prominent people is kept as up to date as possible. When anyone dies, all necessary data for the "story" is at hand.

But the obituary envelopes are of much greater importance than as "coffin" material. They are constantly referred to for personal data, invaluable for a hurry call for a write-up of some obscure or unpretentious individual who may suddenly have been brought into the limelight. Some concerns supply biographical sketches especially for newspapers.

Another section of the index is devoted to countries. Every nation on the face of the earth is represented. The material relating to each country is

minutely subdivided. For instance, Russia is indexed as to agriculture, army, art, commerce, defense, fishing, industries, journalism, language, mining, and navy. The majority of subject headings are divided and subdivided again many, many times, as defense, navy, shipping, Trojan, etc.

A miscellaneous file is maintained. This does not relate to anything in particular. It is made up of live issues of the day, composed mainly of descriptions of such subjects as aviation, invention, religion, sports. This file is invaluable and it forms a miniature encyclopædia of modern events.

There are newspaper offices in the country which index, catalogue, and feebly endeavor to run the "morgue" along the lines of library science. But the easiest and most accessible plan is that followed by the *Transcript*. The requirements of the publication naturally determine the nature of the material to be collected.

The *Transcript* Library is under the direction of Mr. Fred W. Ford, news editor, who started the collection over 20 years ago as a side line additional to his regular duties. It is now generally conceded to be one of the best of its kind. This collection should be of interest to students of journalism and to those who contemplate entering into the newspaper field. The reference department is open to the public for research.

18. College of Business Administration Library

The College of Business Administration Library at Boston University is gradually building up a well-rounded collection of business literature, both

in book and pamphlet form. The library contains works on the "academic" studies necessary in the thorough training of men for the business profession. Besides these, it has a working collection of accounting, which is unusually complete. It has complete files of the *Journal of Accountancy*, and nearly every book relating to accounting published in the last ten or more years.

The literature of journalism has developed to a large extent and the C. B. A. Library contains some texts published in England as well as American works. Publications of university schools of journalism are numerous and leaflet material is a necessary adjunct to the information in this department.

Other subjects which are well represented are the various lines of insurance, education, commercial law, transportation, advertising and salesmanship. A few books regarding the many industries and trades are kept, and the subject of foreign trade, including ocean transportation, descriptions of South American countries, exporting and foreign languages, are all important divisions of the resources of the library. Several studies of an academic nature, economics, English, psychology, and others, have lately developed a new class of printed books in their specific relation to business.

General business information, comprising the various smaller sub-divisions about which there has been very little printed, are perhaps the greatest information sources for the average all-around executive. In this classification there is material relating to credit and collections, purchasing, retail trade, management, and others.

The printed word in business is necessary in every

well managed business organization in the world to-day. That it is becoming an acknowledged fact is evident in the increased number of specialized libraries or sources of information in the administrative forces of the larger business enterprises. Not every concern, however, is able to maintain a department of this sort.

Library development in recent years has been more strikingly evident in the public libraries rather than in those of educational institutions, yet there are always exceptions. Such is the case in the Business Administration Library at Boston University. In the past, throughout the country, university authorities have sometimes failed to recognize the real function of the university library, the larger scope and functions of its activities, the multiplicity of detail connected with its administration. But in the case of the College of Business Administration, the Board of Guarantors, composed of prominent business men throughout Greater Boston, have fully recognized that the library must necessarily become, if it is to obtain its rightful position, the very centre of the department—a sort of working laboratory for each and every division.

Although the first function of an institutional library is to meet the demands made by its students and faculty, there is another important field of service lying at its very door. This is the idea of being of greater service to business interests in general. The library is primarily for reference and does not circulate its material, but to those who find a real use for the books on the shelves, vertical file material, or maps and photographs, all possible assistance will be given freely.

It is the purpose of the College of Business Administration to be of service to the city, state and nation, and the library as an integral part of the college fully recognizes the part which it must take in future development.

Mr. Ralph L. Power is librarian of the college as well as curator of the museum.

19. Christian Science Monitor Library

The *Christian Science Monitor* Library is a practical collection of 1,500 books and pamphlets. General and biographical information and books of reference form the bulk of the material. Because of the international character of the paper, historical data is carefully collected for reference work.

Books relating to journalism, printing and publishing are also included. Government reports and documents, federal, state and city, are a feature of the library. Volumes pertaining to subjects which are no longer current topics are weeded out from time to time.

One room is devoted to clippings from the *Monitor* and other newspapers. These are placed in envelopes and filed according to subject matter and form a good sized "newspaper morgue." When the subject matter becomes available in books or other sources this file material is discarded.

The *Christian Science Monitor* is bound in quarterly volumes and the material is card indexed by subjects. A card catalogue is kept also for the books of reference.

Books in the collection have been accumulating

since the fall of 1908, but the library has existed in its present form only since the first of the year 1917.

The library is used principally as a key to matters which may come up in connection with the editing of the paper. Employees and members of the staff may take material from the library during the day, but everything must be returned each night. The library is in charge of Mr. W. Frederick Berry, as librarian, with general oversight by the editor of the *Monitor*, Mr. Frederick Dixon.

20. Civic Service House Library

The Civic Service House at 110 Charles Street has a library whose specialty is immigration, with special emphasis on the boy problem. There are 1,000 books and 500 pamphlets, none of which is catalogued. The material is shelved and a list of the contents of each section posted at the end. Most of the books are donated.

The House is a school of citizenship which aims to train and help immigrants, largely Poles and Italians, with a few Jews, to become citizens. Classes are held during the evenings in winter, and clubs of an educational and literary nature are formed by the students. In these the library plays an important part.

Text-books on all subjects from spelling, history, etc., to commercial topics are kept for the use of students who do not buy their own books. The pamphlets on different topics are mostly in Yiddish. A good list of newspapers in many languages is subscribed to.

Some of the material is fiction for general read-

ing. No circulation is allowed, but the library is open to the public.

No regular librarian is employed. The library comes under the supervision of Mr. Philip Davis, Director of the Civil Service House.

21. Congregational Library

The Congregational Library maintained by the American Congregational Association at 14 Beacon Street is a large library devoted broadly to religion and history, especially the religious history of the New England States. In 1853 the Congregational Library Association was established, and in 1864 the library became a department of the American Congregational Association.

There are in the collection 65,000 books, and 60,000 pamphlets. Nearly 200 periodicals are received at the library.

There are several special rooms or collections in the library. Among these are the Bible Room containing besides other works a folio chained Bible in four volumes; a locked stack containing books on the development of Congregationalism; and the Bishop Stubbs library of 6,000 volumes, chiefly on English history and religion.

The collection includes not only books on Christianity but works on Buddhism and other religions. The American History collections consist of local, sectional and national material. Philosophy, ethics, sociology, poetry and other like subjects are also represented.

The library is open to the general public for reference.

This is the sixty-fifth year of the library and the thirtieth year of the present librarian. Dr. William H. Cobb, who is also assistant treasurer of the association.

22. Cram and Ferguson Library

Cram and Ferguson, architects, at 15 Beacon street, established their library when the firm was organized in 1892. It has 1,000 volumes and many hundreds of pamphlets from this country and Europe.

The material deals with architecture and allied arts, sculpture, painting, decorations, stained glass, etc. The architectural collection contains works on the Classic, Romanesque, Gothic and Byzantine.

All periodicals, of which there is a goodly number, are kept for the period of one year. After that the illustrations and other valuable material are clipped and filed in portfolios.

A card-index system has been devised for the entire collection, but it is very little used, as the employees have become accustomed to using the books without it.

The firm employs no regular librarian. Dr. Ralph A. Cram, senior member of the firm, is Professor of Architecture at the Massachusetts Institute of Technology.

23. Davenport and Company Library

The A. H. Davenport and Company Library, 573 Boylston Street, composed of three hundred books and hundreds of clippings, covers the fields of interior decorating, architecture and furniture.

Irving-Casson and Davenport and Company both collected books as they needed them. When the firms were united a few years ago the library was established.

A card catalogue indexes the book material by subjects. Trade catalogues are filed and house organs and technical periodicals are received regularly in the library.

A useful scrap-book is kept in loose leaf form. Cuts of furniture of different periods and styles are clipped from various sources and arranged in the folio. Thus furniture, tapestries and other decorations for all uses are easily available.

The Davenport Library is for the use of employee and the public. Miss Ruth V. Cook is their librarian.

24. Edison Electric Illuminating Co. of Boston Library

The Edison Electric Illuminating Company established a library in 1907 at their Boylston Street quarters which were moved in 1914 to 1165 Massachusetts Avenue, Roxbury. There is still a branch library at the old offices. The material at the main library comprises 4,000 books and 500 pamphlets, largely devoted to electrical engineering. The library committee meets quarterly to discuss additions to the book collection.

The collection is a technical one and books on electricity, manufacturing and catalogues of different manufacturers predominate.

Everything is classified by the decimal system and an excellent card catalogue is kept up to date. Clip-

pings are filed in the vertical file. The library enters into inter-library loans. By this means material in other libraries is instantly available. A list of magazines is sent to each employee from which he chooses six that are sent to him regularly. An average of 800 magazines are sent out each month.

The library is very adequately housed, and there are lounging and smoking-rooms for the employees in the same building.

While primarily for the employees of the company, material is accessible to the public if not obtainable elsewhere.

Mr. V. L. Voight is the librarian and Mr. A. D. Stone the assistant librarian.

25. Elizabeth Peabody House Library

The Elizabeth Peabody House on Charles Street maintains in its buildings two libraries, both of which are being built up wholly by donations.

The first is a collection of five hundred books on kindergarten subjects with a few on sociology and general subjects. It is owned by the Froebel Club—a kindergarten club.

Books are fully catalogued. The material does not circulate and is used only by club members.

The second is the Children's Library of 500 volumes. It has no special classification system. It belongs to the Settlement and is for the use of the children, though no circulation privileges are given.

The Elizabeth Peabody House is a settlement house supported by private donations. Both libraries were established about 1900. Miss Ethel M.

Remely, resident in charge, has the administration of the libraries.

26. Wm. Filene's Sons Company Library

William Filene's Sons Company maintains on the top floor of the building a library for its employees. It was started in 1912 with the opening of the store. The collection is all non-fiction.

The library is operated solely for employees of the firm, and they alone may take books out. General business, including efficiency, scientific management and the like, make up the larger part of the material.

There are 500 books and 600 pamphlets which are kept in verticle files. The decimal classification is used and the books are catalogued.

The library is used as a means of welfare work for developing the employees. To this end material requested by them will be added to the collection. Cooperation with the Public Library adds to the value of the library, although it is not a depository or in any way connected with the library system of the city.

Miss Margaret E. Murray is the librarian.

27. Franklin Union Library

The Franklin Union, an endowed school of technology of preparatory school grade, maintains a library which is open to the students and the public during the school year.

The library was organized in 1907 and is maintained by general funds founded by Benjamin

Franklin and continued by Andrew Carnegie. The profits of the supply shop operated by the school are also contributed to the library.

There are 500 books and about the same number of pamphlets. The library specializes in steam, electrical, chemical, civil and gasoline engineering.

Bulletins and catalogues of various institutions, especially technology establishments are collected, as well as a large number of very useful manufacturers, catalogues and announcements.

The material of the library does not circulate. Miss E. A. Calman is the librarian.

28. Hollis French and Allen Hubbard Library

Hollis French and Allen Hubbard, consulting engineers, maintain a library at their offices, 88 Pearl Street. It is the personal property of Mr. French and Mr. Hubbard.

There are about 400 bound volumes and two or three hundred pamphlets. The firm has been in existence since 1898 and books have been bought as they were needed. The general subjects covered are: mineralogy, geology, mechanical and electrical engineering, manufactures and physics.

The pamphlet collection consists chiefly of engineering papers and pamphlets.

The library is fully catalogued. Books may be used and circulated among the employees of the firm, but the library is not for public use.

No regular librarian is employed.

29. Insurance Library Association

The Insurance Library maintained by the Insurance Library Association of Boston at 141 Milk Street is the most complete library of the literature of fire insurance and fire protection engineering in the United States. In fact, it is believed to be the most complete in the world.

All standard works on fire insurance and fire protection engineering; sets of all the British and American insurance organizations; practically complete sets of the reports of government supervising insurance officials, both for the United States and Great Britain and its colonies, and an enormous mass of pamphlets, clippings and special reports collected from many sources in both Great Britain and America are in this library.

Among the unusually complete sets on insurance periodicals are some of the earliest published in England and the United States. The Association has spared no effort to secure documents and other material which throw light upon the manner in which fire insurance and fire protection engineering have developed. In many respects the collection of early fire insurance policies, broadsides, photographs, and manuscripts could not be duplicated.

The Insurance Library has been made the custodian of a most interesting collection of fire prints and engravings, the property of Gayle T. Forbush, president of the association. Recently one of the broadsides issued in London in 1681, by Dr. Nicholas Barbon, one of the pioneer fire insurance men, came into its possession. This broadside, which is notable as containing one of the completest argu-

ments for fire insurance made at the time the system was being projected, is probably the only one of its kind in existence on either side of the Atlantic.

Other features of the library collection would well repay the investigator.

It is difficult to appraise the value of the special library in terms of the number of its books and pamphlets. Nevertheless it is interesting to note that the Insurance Library contains some 15,000 books and pamphlets and a very considerable number of classified clippings and cuttings from newspapers and magazines.

Its collection is made easily accessible by an analytical card index now numbering between 45,000 and 50,000 cards. This index is being added to at the rate of 8,000 cards a year.

The library is maintained by an association incorporated under the laws of Massachusetts. A board of twelve trustees, five of whom are nominated by the executive committee of the National Board of Fire Underwriters of New York, act in a supervisory capacity.

The library issues a quarterly bulletin, which prints lectures given before the Association's evening classes, and a dictionary index to the current literature of fire insurance and fire protection engineering. All of these aids are of the utmost importance to students of fire insurance and allied subjects.

The maintenance of the library is derived from contributions from fire insurance companies doing business in the New England states, fees derived from memberships—the Association now having

about 450 members—and a direct contribution from the National Board of Fire Underwriters. At the rooms of the National Board of Fire Underwriters in New York City a complete card index of the material at the Insurance Library in Boston is on file. The collection is of such extreme importance as to warrant this duplication of the card index.

The Insurance Library Association, incorporated in 1887, has always had a capable librarian. Daniel Handy, the present librarian, was at one time a student in Boston University and is now Instructor in Fire Insurance in the College of Business Administration.

While the library is maintained wholly for members of the Insurance Library Association, students who are investigating the field of fire insurance and fire protection engineering are frequently granted permission of making use of the map and reading-room, and are allowed the freedom of the book stack-room. For such research work Mr. Handy is usually able to grant the desired permission, although in certain instances the authority of the trustees must first be secured.

30. D. C. and Wm. B. Jackson Library

In the Garden Building the firm of D. C. & Wm. B. Jackson, engineers, maintains a technical library of which the specialty is electrical engineering. The firm, who also have an office in Chicago, are consulting engineers for electrical and allied properties. The business includes the drawing of plans and specifications, examinations and reports, general superintendence and management and supervision of construction.

This electrical engineering library began with the establishment of the firm in 1908, but not until 1911 did it become fully organized with a trained librarian in charge. The collection at the present time contains some 2,500 volumes, with 12,000 trade catalogues and pamphlet material.

The trade catalogues are particularly interesting. There are thousands of them, containing descriptive and illustrative data relative to various kinds of engineering appliances and machinery, especially that relating to electrical engineering. As new catalogues and bulletins are received they are placed with those which they supersede, an attempt thus being made to keep, for certain subjects, complete files of the bulletins of the more important manufacturers. These "historical" files, especially the ones containing cost data, are invaluable as works of reference when one considers new inventions, improvements in machinery, and fluctuations in prices.

Besides these catalogues there are some year-books which cover the whole field but do not go so minutely into the various phases as the commercial catalogues. All this material is practically indispensable and gives information much of which would otherwise not be available in any form, or at least in only scattered shape. Nearly twenty-five vertical file cases are devoted to pamphlet filing and to the "clients' file," which is completely catalogued and indexed. This division contains confidential information and literature relative to the firm's clients. This division also contains a large collection of cost data compiled from many sources.

The bound book collection consists mainly of the

proceedings, transactions and journals of scientific societies, and many specialized texts relating to electrical engineering in all its various subdivisions, and to other associated engineering subjects and of books relating to management and efficiency. A good assortment of trade directories for such a library is kept up to date.

As in other specialized collections, many water supply papers and geological surveys of the states are on the shelves. About twenty technical periodicals are subscribed to covering the various branches of engineering.

Over 100 pamphlet boxes containing a mass of valuable data published some years ago are arranged by subjects. The pamphlets were collected previous to the real organization of the library, and when they are arranged in an accessible manner much good material will be discovered which would not be brought to light if they were not so arranged.

The members of the firm who are authorities in their line of work, have been in a position to see that nothing has escaped which should be in a library of electrical engineering. Dugald C. Jackson, senior member of the concern, is Professor of Electrical Engineering at the Massachusetts Institute of Technology. Consequently the library has developed an unusually well balanced collection of material regarding this kind of engineering.

The use of the library is limited to the members of the firm and staff, except in special cases when permission is granted by the members of the firm. Miss Dorothy G. Bell is the librarian.

31. Kidder, Peabody & Company Library

Kidder, Peabody & Co. maintain a financial and statistical library at their offices, 115 Devonshire St., Boston.

It corresponds very much to the other financial libraries already described in this book.

The collection includes about 3,000 books and pamphlets catalogued and placed in their present arrangement in 1909.

The material is grouped around the regular assortment of financial and statistical data including Poor's manuals, railroad and public utility reports.

Financial libraries have their collections standardized more perhaps than any other library.

The library staff are pleased to undertake at any time to answer any question that may be asked.

Mr. Robert Storer is the librarian.

32. Lamson Company Library

Lamson Company has maintained, since the summer of 1915, a library for the use of its employees. The business of the firm is pneumatic tubes, cash and parcel carriers, conveyors and elevators.

Since efforts are confined wholly to collecting available data of pneumatic and conveying machinery, so the collection is not very large. It includes about 250 books and over 100 pamphlets.

The books are card catalogued. Periodical articles relating to the firm's business are clipped and filed. When a sufficient number of these clippings accumulate they are bound for future reference. A

small number of books on salesmanship and sales management are also kept, for the use of employees.

The Lamson Company Library, although primarily for the use of the concern and its employees, may be used as a last resort by those who are seeking information along the line in which they specialize.

Miss C. L. Crockett is the librarian.

33. Lee, Higginson & Co. Library

Lee, Higginson & Company, the old firm of Boston bankers on State Street, established in 1848, have probably been collecting sources of information since the organizing of the firm. Definite information points to about 1880 as the approximate time when any systematic attempt was made to gather printed matter and when the statistical department was organized as a unit of the company the library proper became a reality.

The library is divided into three divisions—the main room with offices, and two auxiliary apartments across the hall. The bound books, to the number of 4,500, include public service commission reports, financial manuals, bound stock exchange sheets, a general reference collection, state department reports of insurance, gas, electricity, and bank commissions, government documents, census reports, and a text-book collection relating to economics, money and banking, stocks and bonds, etc., which is allowed to circulate. This is used by bond salesmen in the library and also for home use.

One section of the library contains about eighty glass cases devoted to a collection of duplicate rail-

road reports, arranged alphabetically. The regular copies are in another room for reference only, while the duplicate collection is for reference and possible loan. The permanent set is bound with several years in each volume. Some go as far back as 1846.

Few periodicals are subscribed to. Several were formerly taken and the back numbers are bound and preserved in one of the rooms. The chronicle files begin with the first number. Newspapers of cities in which Lee, Higginson & Company has interests are taken and clippings saved.

The documents and pamphlet material number at least 75,000. Row after row of vertical files house such material as mortgages and bond offerings. Bond circulars are posted in scrap books. These books are numbered and the clippings are indexed in a large filing-table which indexes books and other material. Duplicates of the circulars are filed in wooden drawers.

An immense case of sixty-four sections, each having six boxes, contains information about railroads, industrial and commercial companies. This includes letters, clippings, articles, legal papers, and so forth. Each is kept in an envelope and they are filed numerically under the company, thus bringing the latest available material at the end.

The library comes under the statistical department, and besides the material already mentioned it includes the regular stock of this type of department, such as various "services," corporation records, daily reports and other special financial sources of information.

In libraries devoted more or less to a specialty, it is almost impossible to tell what will and what will

not be called for. This accounts for such a large department and for the store-rooms of the library in another part of the building. While the library collection is somewhat special along the lines of finance, it is more in the nature of a statistical collection.

The Lee, Higginson Library is under the direction of Mr. C. E. Perkins, head of the statistical department and library. It is open to the general public for reference.

34. Arthur D. Little, Inc., Library

The library of Arthur D. Little, Inc., chemists, is an ideal type of a private commercial library. Although it has been compiled primarily for the use of the firm and employees, I, nevertheless, feel sure that a resumé of some of its principles and practical methods of application, stated briefly, will be of benefit in bringing home to students the place of the library in modern business.

Technical knowledge is necessary for the consulting engineers, chemists, and other specialists of the Little Company. It must not only be at hand, but it must be at hand immediately and in convenient form. This is the principle on which the collection is laid out. The collection of bound volumes, numbering approximately three thousand, covers a wide range of subjects closely allied with the managerial and technical work of the firm. This material comprises works relating to such matters as water surveys of the different states, wood pulp, various publications in foreign languages of highly technical subjects, books on engineering, industrial and technical chemistry, proceedings, papers, and reports of

chemical and other societies and institutes, public service commission reports, geological surveys of states, and mining engineering.

Besides this mass of material there are volumes devoted to textiles, plant industries, agricultural subjects, minerals, tanning, lumbering, publications of the United States, Canadian industrial reports issued by the Canadian government, rubber, brass, and metals.

Supplementary to the bound collection there are envelopes and folders, arranged in many vertical files. These files contain catalogues of different companies and pamphlet material of all sorts. Map cases hold large numbers of maps and miscellaneous blue prints. It is difficult to estimate the total number of pamphlet material in such a collection. Roughly, there must be around eight or nine thousand.

The company subscribes to a large number of periodical publications. So in the magazine line the library contains periodicals on electricity, power, chemistry, gas, and public service companies.

Several methods used in this library and in other "commercial laboratories" may aptly be described here. The method of filing magazine articles is very interesting and instructive. When a magazine is first received a slip listing the names of those who habitually read the magazines is pasted on the front cover. The names of those who invariably read that particular magazine are underlined. The magazine is then routed from department to department, from man to man, as scheduled, each reader passing it along to the next man on the list when finished. If there are any articles which the reader desires

filed or catalogued, or called to the attention of other investigators, he notes them in the blank left at the bottom of the tag for that purpose.

Correspondence "carding" is another modern idea. Many times there is valuable material in correspondence; such data is carded and filed in the card catalogue after the letter is answered. This leaves the letter itself in the right position in the vertical file and full information is available through the card index.

Museum material, such as oddly shaped and sized samples of interesting products needed for future reference, is indexed in the catalogue, labeled, given a number, and deposited in cases with glass doors.

The library of this company is especially well equipped for chemical research work—for practical chemical problems. It was started in 1886, when the firm first began business and its growth ever since has been closely linked with the activities of the firm. The library is one of the most extensively cultivated special libraries of any in this section of the country. The method used for magazine distribution enables material of future importance to be thoroughly catalogued. The library catalogues are exhaustive. The analytical work necessitates much cabinet space. There are probably eighty thousand cards in the firm's card catalogue.

The library is kept exclusively for the firm's own information. It houses much material of confidential nature, such as miscellaneous technical reports of the firm and of other companies, volumes containing their certificates of analysis—in short, reports and other valuable literature not in print.

The librarian is Edward D. Greenman. In October the firm will move to its new building in Cambridge, where the library will have better facilities for carrying on its work.

35. Lockwood, Greene and Company Library

Lockwood, Greene and Company is another of the many firms who have learned through practical experience that it is not economical nor advantageous to scatter sources of information among several departments. This company established its library in 1912, using for the nucleus data accumulated from many years of engineering experience. The next step in development was the purchasing of a private library of nearly fourteen hundred volumes from the estate of Mr. Brooks, at one time connected with the faculty of the New Bedford Textile School, who was the originator and founder of textile correspondence courses. This little addition, composing as it did the lifetime collection of a textile engineering man, proved very valuable.

The firm of Lockwood, Greene and Company is composed of two companies: Lockwood, Greene and Company, Engineers, and Lockwood, Greene and Company, Managers. Through their several offices in the East and Middle West their principal business is to supervise the construction of industrial plants and the operation of such plants. This calls for knowledge of the whole field of the particular business, not only as the business is affected by such local conditions as labor supply, transportation facilities, taxation, etc., but also as it may be affected by many larger influences, such as competi-

tion, or the probable changes from the development of the industry, or from revision of the tariff.

Since one man cannot be a great specialist in two things which demand totally different points of view, the staff of the company comprises highly specialized experts in every line. And this means a demand for a highly specialized library.

The library covers thoroughly the fields in which the firm is engaged—steam engineering, electrical engineering, water power development, designing of textile and other industrial plants, reorganization of industries, and architecture. Because the firm is unique among the exclusively engineering organizations of the country, the library is unique, too, and is adapted to the firm's own individual needs. Without exception this library is the largest and most completely equipped textile manufacturing library in New England, and, considering the preëminent position of New England in this line, it is extremely doubtful if this library has any rivals in this country in its particular field.

While the collection of books includes some histories of textiles and many original papers on calico printing of fifty years ago, the main division of the entire library department concerns present-day methods and tendencies. With the bound collection of three thousand volumes, and pamphlets numbering slightly more than that figure, this library covers an unusual scope of human activity in the technical field. Serial publications not of any great value in most libraries form a most important part of the equipment here—for instance, such serial works as congresses, societies, conventions; leagues and associations of civil engineers, mechanical engineers,

cotton manufacturers, dyers, wool manufacturers, cement users, architects, building constructors and other such bodies.

The books of the collection, like other material, circulate for reference among the executive staff. This part of the library covers many branches in a general way and many others quite specifically. These subjects—they are all more or less subdivided—are: dyeing, calico printing, wool, cotton, mathematics, publications of the United States Geological Survey and the United States Bureau of Standards, concrete, building construction, architecture, textiles, and many others.

The textile division comprises technical works, textile costs, methods, managerial works, and a goodly number of other topics of special subdivisions, such as silk, wool, cotton, combing, cleansing, spinning, weaving, etc. Publications of textile growing and methods in foreign countries play an important part in the library.

In specially constructed map cases are kept maps of the United States Geological Survey. These geological survey maps of quadrangles are issued in the form of a folio. The several folios, when complete, constitute a geologic atlas of the United States. Each folio is designated by the principal town in the quadrangle, and comprises topographic, geologic, economic, and structural maps of the quadrangle, with other illustrations and general description.

The new librarian at the Lockwood, Greene and Company Library is Miss Christabel Robinson. On behalf of the firm she will be glad to offer library

facilities to students particularly interested in this line—that is, students of management; factory, office, business, scientific, and industrial efficiency. Such students will find in this library a wealth of material for their needs.

36. Walter M. Lowney and Company Library

The Walter M. Lowney and Company, confectioners, established some years ago a library for the several departments of the business. It contains nearly 500 books and a quantity of pamphlets.

Some books on business, such as advertising and salesmanship, are kept for employees who are working for higher positions. Books on machinery are also kept, especially those relative to the types used in candy manufacture and allied topics. The book collection is catalogued.

Any material connected with candy making is preserved, such as sugar, pure food laws, adulteration, etc. A few trade journals are regularly filed like the *Confectioner's Journal*. A good collection of cook-books issued from various sources is carefully saved for reference.

The works of the company are at 486 Hanover Street, but the offices and library are at 427 Commercial Street.

The library is for the use of the company and is not open to the public.

Miss Mary Casey is the librarian.

37. Massachusetts Board of Agriculture Library

The Massachusetts Board of Agriculture maintains a library in its quarters in the State House. This library began when the department was organized in 1852, and is devoted chiefly to agricultural literature. The principle subdivisions are dairying, agronomy, horticulture, agricultural education, agricultural commerce and natural sciences.

There are 4,000 books in the library, 6,000 pamphlets and a large number of agricultural periodicals. Files of the U. S. Department of Agriculture and its own Department are in the library as well as experiment station bulletins of the government and different college and state stations.

A card catalogue brings out all material under author and subject. The library is open to the public and all material circulates.

The library is used to a great extent in compiling publications and reports of the State Department of Agriculture and by special investigators. There is only one other agricultural library of any size in the state—the Library of the Massachusetts Agricultural College.

Mr. R. Edwards Annin, Jr., is librarian of the Board of Agriculture Library. The Assistant Librarian is Mr. H. E. Robinson.

38. Massachusetts Bureau of Statistics Library

The Library of the Massachusetts Bureau of Statistics was established as a part of the Bureau's

activities shortly after the founding of the latter in 1869. The book collection numbers about 3,000 volumes. It consists principally of recent publications relative to industrial subjects, including many official reports of Bureaus of Labor and kindred departments in the United States and foreign countries. In addition to the bound volumes this Bureau receives regularly 15 daily newspapers published in Massachusetts, 43 weeklies, 104 monthlies, and 24 other periodicals, making a total of 186.

The library is in charge of a Librarian, but its immediate direction lies with the Chief of the Labor Division of the Bureau, because a great majority of the books, pamphlets, periodicals, etc., which come to the Bureau pertain directly to the work of this division or relate to social or industrial matters which come within the broad scope of its investigations.

In addition to the library work incident to the proper listing and cataloging of the books, periodicals and newspapers received, the library force does considerable research work in connection with the preparation of the various publications of the department and in answering numerous inquiries received by the Bureau. Another important branch of the library work consists of the examination of the leading daily papers in Massachusetts, of trade journals, official organs of trade unions, and other publications, for information relative to subjects in which the Bureau is officially interested. The information thus obtained is of considerable value, since it treats of matters of current interest which are being widely discussed. The more lengthy articles thus obtained are filed in pamphlet cases, and

the clippings are classified, indexed, and mounted in scrap books devoted to specific subjects to which they relate. In all, about 70 topics are covered by this clipping service. The Bureau also subscribes to a private press clipping service covering certain important topics, but so limits this service as to avoid duplication of the work done by its library force.

The library is maintained primarily as a reference library for the use of the Bureau, but responsible persons may use its facilities for reference in instances where the material is not accessible elsewhere.

Mr. Roswell F. Phelps is chief of the Labor Division and Miss Helen G. Estey is librarian.

39. Massachusetts Forestry Association Library

The Massachusetts Forestry Association, at 4 Joy Street, shelves a library of forestry for the use of its members. There are 500 books and pamphlets, but no card catalogue is kept. The majority of this material has been sent in from other associations and from the collections of members.

The books include much general forestry information, and specifically state foresters' reports on Alabama, Alaska, California, Iowa, Indiana, Illinois, Kentucky, Maryland, Michigan, Missouri, Maine, Massachusetts, Minnesota, New York, New Jersey, New Hampshire, Oregon, Pennsylvania, Rhode Island, Virginia, Vermont, Wisconsin and West Virginia.

Forestry information outside the United States

includes Canada, Hawaii, Labrador, Nova Scotia, and various other places. "The Forester" which began in 1895 and was changed to "Forestry and Irrigation" and later to "Forestry and Irrigation and Conservation," then to "Conservation," and lastly to "American Forestry," is on the shelves of the library, complete. Material on lumbering, trees, shrubs, injurious insects, economics of forestry and forestry in New England rounds out the collection.

The office of the Society for the Protection of New Hampshire Forests is also located at 4 Joy Street.

The Library may be used by the public, since the association was founded to place before the general public's attention the vital need of conservation of American forests.

The library was established in 1898. Mr. Harris A. Reynolds is the Association Secretary. Miss Nina L. Davison is in charge of the library.

40. Massachusetts Forestry Department Library

The library of the Massachusetts Forestry Department, Room 408 in the State House, was established in 1904. Its main speciality is forestry and arboriculture, of which it has 200 books and 2,000 pamphlets.

The book collection deals intensively with forestry, insects, tree diseases, and subjects bearing on such studies. Many valuable government documents are included. Gypsy moth and similar topics are carefully studied by experts, and material on the

general subject, and the activity of other states has been collected. In like way every subject has been treated with an eye to its practical use in the work of the State Forester.

A few reference works are kept as part of the collection. But for the most part the entire collection has been assembled and developed solely in connection with the work of the Department, and the material has been added as the needs arise.

The pamphlets are kept in pamphlet cases, which are filed and numbered. The books are catalogued by subjects and also the individual cases.

The public may take books out upon payment of a deposit, which is refunded when the volume is returned.

Mr. Frank W. Rane is State Forester. Mr. H. O. Cook, Assistant Forester, has charge of the library.

41. Massachusetts Historical Society Library

The Massachusetts Historical Society—the oldest historical society in the country—has, as part of its equipment, an excellent library of Massachusetts and New England history.

The collection includes about 61,000 volumes, 120,000 pamphlets and 5,500 broadsides. The library was organized in 1791 with gifts of books donated by members of the Society. The Rev. Jeremy Belknap was the chief founder of the Society.

The object of the Society has been the collection,

preservation and diffusion of the materials for American History.

Fifty volumes of the "Proceedings" of the Society form another series of its publications, covering the record of all its meetings for 126 years, and containing historical documents of permanent value, discussions by members on interesting or important historical questions, and memoirs of deceased members. Its first volume of Collections was published in 1792 and the seventy-second volume in July, 1917.

Editions of Hubbard's "History of New England" and Bradford's "History of Plymouth" have been printed by the Society; and it has recently issued a final edition of Bradford in two volumes.

Among the patrons of the Society are: Thomas Dowse, who gave his private library; Rev. Robert C. Waterston, who bequeathed the greater part of his private collection and left a generous bequest, and John Langdon Sibley, for many years the librarian at Harvard College, its largest single benefactor.

Ellis Hall commemorates the bequest of the dwelling-house of Rev. Dr. George E. Ellis, a former president of the Society, which was sold and the proceeds used toward the erection of the building it now occupies. It has published in its "Collections" the Winthrop, Mather, Belcher, Belknap, Pepperrell, Trumbull, Heath, Warren, Jefferson, Bowdoin, and Temple Papers; also Cotton Mather's Diary, Wetmore papers on Rhode Island Commerce, Copley-Pelham Letters, and the Warren-Adams Correspondence.

It has a gallery of historical portraits and relics,

among which are the Appleton and Adams collection of coins and medals, the crossed swords used by Col. William Prescott and Capt. John Linz at Bunker Hill, the punch bowl used by the Boston Tea Party, the gorget and epaulets of Washington and the pen with which President Lincoln signed the Emancipation Proclamation.

The Society's collections and its books and papers do not circulate. Although primarily for the use of the members, the library is open to anyone every week-day, and the Society desires to encourage historical research. For this purpose the greatest source not usually available is perhaps its large and important collection of old and rare manuscripts.

The Acting Librarian of the Society is Julius H. Tuttle.

42. Massachusetts Horticultural Society Library

The Library of the Massachusetts Horticultural Society is one of the foremost of its kind in the world, while its collection of purely horticultural works is the finest in existence. It was founded in 1829 and is maintained by society and special funds.

The library contains a superb collection of natural science, including: horticulture, floriculture, botany, gardening, entomology, forestry. The principle current horticultural and agricultural periodicals of the world are in the library.

A card catalogue has been developed and a printed catalogue, being printed at this time, will be ready for distribution this year. The classification scheme

is a sort of Cutter system which has been worked out for the library.

Works upon the botany of India and Southern Asia are very complete. Excellent material of foreign countries is also kept. A catalogue of plates of plants, fruits, flowers, etc., that are owned and housed in the Society's building, has been compiled.

There are in the library 20,000 books and several thousand pamphlets. Material may be taken out by members only, but the public has access to the collections.

The librarian is Mr. William P. Rich.

43. Massachusetts Public Service Commission Library

The Massachusetts Public Service Commission maintains at its offices, 1 Beacon Street, a well-organized library of 4,000 books and 2,000 bound pamphlets, covering transportation, law, the telegraph and telephone, and various other subjects, with their subdivisions.

The Commission supervises such utilities as: railroads and railways, express companies, steamboat and steamship lines, telephone and telegraph companies. Its library is the only one in the city having a complete collection of literature and reports concerning transportation. Valuable materials are several sets of the complete reports of the Massachusetts Railroad Commission and its successor, the Public Service Commission, and approximately full sets of the reports of the Interstate Commerce Commission and of the various railroads and public service commissions throughout the country.

Many technical periodicals and magazines of transportation are subscribed to. About 1,500 of the bound-book collection are in the law section.

The library has a very good collection of books relating to the history of transportation. One of the sets of Massachusetts railroad reports already referred to covers the time from 1834 to 1868 inclusive, viz., from the beginning of railroading in this Commonwealth to the creation of the Railroad Commission. That commission in 1913 became the Public Service Commission.

The policy of the commission is to preserve every pamphlet of importance in relation to railroad legislation and operation. Consequently these pamphlets, which are permanently bound, cover the entire field from the first discussions of canal and railroad transportation to the present time, including every turnpike and canal charter and all the railroad and railway charters.

Particular attention is given to the subjects which from time to time engross public attention in relation to transportation. For instance, there is a very full collection of the various public discussions in relation to valuation of railroad right-of-way, including full reports of the evidence in the original investigation, and collections of briefs and evidence submitted in subsequent hearings by the Interstate Commerce Commission and in conferences of experts. Special care has been taken in indexing this subject under the various headings which relate to theories regarding original cost, reproduction cost, historical cost, opinion testimony, franchise values, constitutional protection, appraisals, fare values,

going value, depreciation and theoretical depreciation.

Another subject to which close attention is given is rate-making. The material on this subject includes verbatim copies of the original discussion in Congress, all the evidence submitted and schedules filed with the briefs and arguments in connection with what is known as "The Five Per Cent. Case," "The Minimum Rate Case," and the "Western Advance Rate Case." All of the available statements and briefs submitted in the recent "Fifteen Per Cent. Rate Case" were bound, catalogued and on the library shelves within a very few days of their publication.

The aim of the Executive Secretary has always been to coordinate the work of the library with that of recording the records and keeping the files of the Commission. In this connection there are in his office two consolidated indexes relating to railroads and railways in Massachusetts from the first. The cards contain approximately 40,000 items and cover everything that has happened to a Massachusetts railroad or railway from 1825 to the present time, either in the General Court, the Railroad Commission, the Public Service Commission or the Interstate Commerce Commission, including the page where an order or report appears in the reports of either of the commissions mentioned, the docket number of the case where the original papers may be found in the files of either commission, and, in the case of unpublished orders or certificates, the page where they may be found in the records; also the number of any books in the library relating to the history or business of a corporation.

As books and pamphlets are received by the library they are entered in the accession book with such detail that the cataloging may be done later without further reference to the books themselves. The card catalogue guides readers to the material in the library, and in addition is a catalogue of all Library of Congress cards referring in any way to the subject of transportation. These are carefully classified so that at any time it will be possible for the commission to know what books and pamphlets are in print on any subject, while if the publication is in the library the classification number appears on the card.

In connection with the law section of the library the Executive Secretary prepares frequent compilations of the General Laws of Massachusetts in relation to railroads and railways and the other classes of utilities supervised. The last edition issued covered over 400 pages and contained 100 pages of index in fine print. He has also prepared two index-digests of decisions, precedents, and general principles enunciated by the Commission, of somewhat over 100 pages each.

The Annual Report of the Public Service Commission in two volumes is also prepared and published under direction of the Executive Secretary. These reports, in addition to their general circulation, are used as a medium of exchange to keep the sets of reports of other commissions up to date.

It is frequently necessary in connection with the work of the law library to make very thorough studies of decisions and precedents in this and other states, and whenever this is done, special cards are placed in a separate index.

Two years ago, when the subject of jitney regulation was engaging the attention of legislatures, commissions, and local authorities in all parts of the country, a collection of all the newspaper and magazine discussions, laws, and ordinances was made, and through the inspection department the situation in every Massachusetts city and town was investigated and the local ordinances obtained. This material was carefully bound for preservation, fully indexed, and used as the basis of a study of the entire subject made by the executive secretary which appeared in volume one of the Annual Report of the Commission for 1915.

This library has never, except on the jitney question, made a practice of preserving clippings. But all the important weekly and monthly publications bearing upon its special subjects are bound and placed upon the shelves. Such publications are read as they appear, and special articles and editorials which may be of interest to the Commission are catalogued in a special card index, the printed indexes bound with the publications being depended upon for use, if needed.

The library has been in process of development for many years. It is open to the public, but does not circulate its material. The Executive Secretary of the Public Service Commission, Mr. Charles E. Mann, has direct charge of the library and its work in addition to his other duties.

44. Mellin's Food Company Library

The Mellin's Food Company, Boston, have a library of 1,000 volumes, consisting principally of

books pertaining either directly or indirectly to Infant Feeding. They also have many reference books such as the later dictionaries, encyclopædias, gazetteers and several other books that a business house would find useful.

Besides the bound volumes, they keep on file upwards of one hundred different Medical, Chemical and Drug Journals. These are reviewed carefully and all articles of interest are catalogued. The Medical and Drug Journals are kept intact until they are about a year and a half old. At that time the articles catalogued are extracted and filed away in folders in a vertical file. The Journals that are not mutilated are then passed on to the Boston Medical Library. The Chemical Journals are bound and kept.

Card catalogues are maintained for both the bound volumes and the articles appearing in the different publications. In both instances these are catalogued under the author's name, also title and subject.

A circulating library of upwards of seventy-five different magazines is also maintained for the employees who wish to avail themselves of it.

The Library is not open to the general public, but the company are very glad to permit the use of it to anyone who will apply.

Mr. Philip A. Myrick is the company librarian.

45. Merchants National Bank Library

Organized only the middle of last May, the Textile Department Library of the Merchants National Bank has already made an unusual start towards

developing a unique and useful collection of printed matter on the textile industry in all its varied forms.

The library includes over three hundred bound books, all of them devoted to some kind of textile work, about 7,000 clippings and pamphlets and textile periodicals.

One of its best means of information is a fairly complete set of the annual and semi-annual reports of the National Association of Cotton Manufacturers which contains various articles on such phases of the textile industry as raw material, technical features, manufacturing and marketing of goods, foreign commerce, *et cetera*.

Other material includes statistics compiled by the Department of Commerce, information on textile mill centers, water power, available mill sites, transportation facilities, warehouse facilities, storage, rags, wages, housing, labor conditions, reports of labor unions, labor laws, labor reports, and corporation and taxation laws of all textile and mill states in the United States.

Numerous English technical publications treating of the textile industry and cotton growing have been secured. All government reports of the Departments of Agriculture and Commerce on planting, grading, sampling and testing of cotton, warehouse construction, cotton fields of Arizona, California, Brazil, Peru, Egypt, Argentine, Sea Islands, India and other parts of the world are carefully collected.

An information file contains all current literature of technical interest; for instance, the latest develop-

ments of machinery manufacture, crop reports of government and brokers, articles on cost accounting, cost sheets, factory organization and administration, cotton fields of the world, marketing of goods in foreign countries, textile manufacture in European and South American countries, reports of special investigations of the U. S. Department of Commerce, cotton goods market of world, reports on hosiery, men's underwear, clothing, knit goods, lace and other textile industries.

Clippings are kept in the vertical file. Each year's stock of clippings from various sources is mounted on paper a different color, so that the latest available data is available immediately. First-hand information on New England mills, with a capitalization of \$100,000 or over, is kept in compact form. This includes, among other things, mill hands, capital stock, officers, equipment, production, financial statements, etc.

The Textile Department issues monthly and occasional publications on the textile industry and export trades and also special reports and letters on government legislation affecting the textile interests.

The Textile Department of the Merchants National is a department of service and cooperation for textile and allied industries of the United States. The library is open to the bank's clients and to the general public. The material circulates to textile interests and service is gratuitous.

W. Irving Bullard is Manager of the Department. The library comes in immediate charge of the Department Secretary, Ernest L. Little.

46. Metcalf and Eddy Library

Metcalf and Eddy, consulting and civil engineers, 14 Beacon Street, organized their library in 1907. It comprises 3,000 volumes and 2,000 pamphlets devoted to civil and sanitary engineering, chemistry and bacteriology.

The library has an almost complete file of the United States water supply papers, a good collection of national, state, city and town reports and many books and reports upon valuation and rate cases, particularly in the field of waterworks, society and association journals and periodicals, trade catalogues, and from 500 to 600 lantern slides, negatives and photographs are valuable features of the collection.

The books are fully catalogued and they are classified by the decimal system.

The library is maintained for reference purposes in the ordinary course of the firm's business. The public is welcome to come to the library for information along the lines of civil and sanitary engineering.

The librarian is Miss Ruth Canavan.

47. National Industrial Conference Board Library

As part of its equipment, the National Industrial Conference Board has recently established a library at 15 Beacon Street. The National Industrial Conference Board is a cooperative body composed of representatives of national industrial associations, organized to provide a clearing house of informa-

tion, a forum for constructive discussion, and machinery for cooperative action on matters that vitally affect the industrial development of the country.

With a small collection begun only a few weeks ago, a library is being developed which will contain current information from all parts of the world on industrial subjects. Unimportant material before the current year, of more or less historical interest only, will be used in other libraries of Boston and elsewhere. The Board intends to collect only literature relating to industry, labor and allied questions, but will give particular attention to present-day tendencies and latent but nascent problems.

Much of the material is in books, more in pamphlet literature, and the rest in clippings and photographs. The library will contain among other things material on government, labor legislation, workmen's compensation, industrial diseases, accidents, first aid and safety work, social insurance, labor disputes, arbitration and mediation, labor supply, wages and hours of labor, industrial preparedness, cost of living, trade and commerce, transportation and history and development of the various industries in America. A complete file of the most recent United States and state documents relating to health, labor statistics and commerce is accessible and the library is collecting similar material on foreign countries. A small but steadily increasing number of trade catalogues, clippings and pictures is available for reference.

The catalogue system is very interesting. When completed, it will include books and will also index periodicals whether in the library or not. The entries will be annotated not only as to contents, but

as to author, his qualifications, prejudices and point of view. This will make an unusual and costly card system of untold value. Books rare and difficult to obtain and material not in the library will have a card in the catalogue, containing a brief description and note of the book. This source of information will be valuable beyond measure and will give access and knowledge of material throughout the country. Several large libraries in this country collect catalogue cards of other institutions, but, so far as is known, no other library has attempted to send trained cataloguers about the country to note material in the various libraries and make their annotations on the spot.

The library is preparing for future developments. The librarian is a staunch advocate of library assistants learning foreign languages as a measure of preparedness for future problems. For example, he is of the opinion that after the war European countries, particularly Russia, Holland and the nations now at war, will publish many works which will be extremely useful to Americans in commerce and industry. The Swedish nation is one of the foremost of European nations at the present time in the issuing of government and private printed matter on industrial and commercial subjects. South America and the Far East are just waking up.

No dead wood is allowed to stay on the shelves. By a weeding-out process, only the latest issues and editions are kept in the Conference Board Library. The material used in editing its weekly publication, *Industrial News Survey*, and other bulletins is located and checked by the library staff. The library department, like all other departments in any busi-

ness, must pay for itself, and it is making a strong effort to make itself a big asset to the organization of which it is a component part. It therefore attempts to aid the Board members in their work and to develop personal contact in each instance.

The following national industrial associations are represented in the Board: American Cotton Manufacturers' Association, American Paper and Pulp Association, Electrical Manufacturers' Club, Manufacturing Chemists' Association of the United States, National Association of Cotton Manufacturers, National Association of Manufacturers, National Association of Wool Manufacturers, National Automobile Chamber of Commerce, National Boot and Shoe Manufacturers' Association, National Council for Industrial Defense, National Erectors' Association, National Founders' Association, National Metal Trades Association, Rubber Association of America, Inc., Silk Association of America, and United Typothetæ and Franklin Clubs of America.

With such an organization behind it the library must become a vital and forceful factor to all who come in contact with it. Students of economics, labor problems, trust problems and other similar courses should find the material on current happenings of unusual importance.

The librarian is J. H. Friedel, formerly of the Economics Division of the New York Public Library and assistant to the librarian at Cornell University. He will be glad at any time to assist, so far as he can, any investigators along the line in which his library specializes.

48. New England Conservatory of Music Library

The New England Conservatory of Music on Huntington Avenue has a splendid library of 4,300 volumes. The rare and valuable works are many, including complete editions of Bach, Beethoven, Handel, Mozart, Mendelssohn, Palestrina and other noted composers.

Elsewhere on the shelves are a good biographical collection, works on musical history, harmony, acoustics, general literature and special literature on the piano, organ and vocal music.

The library also includes the Choral Library of the famous Boylston Club and its successor, the Boston Singers. This is now the property of the Conservatory. The collection contains over six hundred carefully selected works representing the highest type of vocal polyphonic composition from the great mediæval school down to the present day.

Portraits of famous singers and other musicians of the past and present are mounted, as are also short biographical sketches, analyses of symphonies, opera stories and other clippings of general interest. These are filled alphabetically and posted on the bulletin board at various times.

The Thursday Morning Musical Club Library and the Orchestral Library of the Conservatory are also shelved in the Conservatory Library.

The librarian is Miss Mary A. Thayer and the assistant librarian, Miss Gertrude G. Brailey. Miss Thayer is also librarian of the Harvard Musical

Association on Chestnut Street. The library is maintained for the faculty and students of the Conservatory. Visitors are always welcome.

49. New England Hardware Dealers' Association Library

The New England Hardware Dealers' Association, affiliated with the National Retail Hardware Association, has been collecting since 1892 an information file relating to hardware interests.

There are over 1,000 books and pamphlets. The books are mostly registers and directories, while the pamphlet material is composed of trade catalogues. Hardware periodicals are filed as well as *New England Hardware News*, published monthly by the association. The catalogues and government pamphlets are filed and cross indexed.

The principal source of information is the directory of all hardware dealers and factories in the United States. Factories are listed according to the articles which they manufacture. For instance if a person wished to know who manufactures a certain kind of chisel in his vicinity, he would find all makers of that chisel listed alphabetically.

Although the material in the office and library of the association is primarily for the members, outsiders may refer to the collection for information.

The association employs no regular librarian owing to the small collection. Mr. George A. Fiel is the secretary.

50. New England Telephone & Telegraph Company Library

The New England Telephone and Telegraph Company is among the public service corporations which maintain strong working collections of books and other sources of information. Their selection of material is unusually thorough and comprehensive, embracing as it does questions relating to labor in its various phases.

The book collection outside of the main depository may be broadly classed as law, including state reports of the five states in which the company operates, Maine, New Hampshire, Vermont, Massachusetts and Rhode Island; United States Supreme Court decisions; state legislation of the five states; all text-books on corporation law; public service commission reports of all the states and Canada.

Electricity is a subject in which printed material is unusually short-lived and the collection of about one hundred volumes contains practically all of the most up-to-date authoritative text-books on electricity, with special reference in its relation to the telephone. The accounting books include the principal texts. Thirty or more war books have recently been purchased to answer various service questions.

The collection proper includes a great deal of material on all labor questions, hygiene, conditions, wages, etc., reports of the New England states, New York and Pennsylvania, publications of the United States government, chiefly those of the Census Bureau and the Department of Labor. The principal aim is to get new material in regard to

labor—especially the employment of women, of whom over seven thousand are employed in the company. Larger questions of socialism and collectivism are studied and more narrow questions of lunches, housing, clubs, and societies of employees, libraries, savings, morality, profit sharing, and the like. One feature is the information of corporate relations along the lines of government ownership and regulation; for example, theoretical works on the basis of rate making. This is a new field except the rate making in railroad literature.

The book collection of 2,500 volumes, including all bound works in the several scattered locations, includes standard works in economics, efficiency, pensions, insurance, minimum wage and socialism—all of these broader than mere statistical material. Every possible printed article which might enlighten the officers regarding the employing of women is studied. For instance, one book in the collection is a novel, stating the exact experiences of a working girl—how she lives, how she apportions her wages.

There are several hundred pamphlets which are weeded out twice a year for material which has become valueless. The book collection being scattered and small needs no card catalogue, but the vertical file material is indexed according to folders. The decimal system is used and each folder contains several minute subdivisions of the subject. The index of the file contains about 300 cards—each card containing ten or more sub-division entries. Economics, labor, electricity, and the other subjects are all included. Although as a rule it is not necessary to use the index, it is a necessity for those not fa-

miliar with the arrangement of the vertical file. In another department—The Archives—the complete correspondence of the company is filed by subjects, making a comprehensive record of transactions and operations of the concern by topics.

The magazine collection is small. It embraces economics, labor, vocational training and industrial education, both American, English and Canadian. These magazines are only of use for present-day information—for the practical use of the corporation—and are not preserved. The company also has a strong collection of general reference books, government reports, and recent sheet reports of English war investigations. The guiding genius in this work has found that invariably questions arising in Europe, especially in England and Germany, regarding phases of labor problems generally arrive in the United States, some five years or so later. It is this world-wide policy of the company to watch developments and their relation to our people that makes their services valuable.

The library facilities of the New England Telephone and Telegraph Company are not along the line of welfare work for their employees. The material is rather for scientific study and investigation to enable the concern to more efficiently handle the human element connected with their work and to be able intelligently and efficiently to serve the general public. The company has always maintained a reputation for exceptional service, unique methods and general efficiency. This work has perhaps been present before the public more recently through the house organ, *Telephone Topics*, which has a circulation of about 15,000. This publication is full of

interesting data, both for telephone employees and the general public.

The reference facilities of the New England Telephone Company, which are used principally by executive and administrative officers and experts, began about ten years ago. The "library" is not open to the general public. The majority of material housed there may be found in other libraries, but not so easily accessible nor with the expert guidance, without which the value of a collection is not on a par with what it should be.

Mr. Edward A. Wilkie, a graduate of Boston University Law School in 1880, has direct supervision over the details connected with this work. He was for many years a prominent practising attorney who made the study of labor questions his avocation.

51. Old Colony Trust Company Library

The library of the Old Colony Trust Company Library is unique in that it is not unique. The library is not the only one of its kind; neither is it the largest nor the most complete. It is just a real collection of really workable material all in really usable form. The only claim made for the Old Colony Library is that it serves a purpose which is, definitely stated, along the line of furnishing statistical data and financial information to employees, clients and the public.

The general public has yet to be educated to recognize and use libraries of special types. Business men now recognize fully the value of such collections, and, where, ten years ago the idea was

scoffed at on all sides, now there are few business houses but do not rely in some form or other on a "special library," so called.

In its statistical department the company maintains two libraries—the law library and statistical library. The former is a collection of 1,000 bound volumes, the latter a collection of over 2,000 volumes, with a mass of pamphlet literature in addition. This vertical file material I should roughly estimate at 50,000 to 60,000 in number.

The law library is in essence one of the regular type of privately collected law works, comprising miscellaneous law texts and various reports concerning legal and other matters. The company places decided emphasis on legal work in relation to its own business, and this library is maintained for reference. They would rather depend on it than depend on attorneys outside of their own force. Mainly the works housed in the legal department comprise Massachusetts and other state reports, United States Government and legal statutes, textbooks on law, etc.

The statistical library is by far the more interesting, as well as the most important division of the Old Colony information sources. The Credit Department carries on its work in cooperation with the Statistical Department. Because of this fact an enormous amount of material which might prove of extreme value to both departments is vertically filed. There are thirty or forty cabinets containing annual and financial railroad reports of companies in the United States filed alphabetically. Reports of mining concerns, industrial companies and publications of business houses, all of which are per-

inent aids of such work as the Trust Company is engaged in, are also kept.

The files of the library are many. It is not possible to use one continuous file, because the subject material to be filed relates to so many phases of finance. So each presents its own peculiar problems as to the best methods of filing. Cabinets are used as corporation files. The reports and miscellaneous publications of every kind of corporation, industrial, commercial, public, etc., are filed there.

Pamphlets are taken care of by being placed in pamphlet boxes. Normally, this method is not the logical one to follow, owing to the limited expansion. Material filed this way is more difficult to reach and must be continually shifted if the collection keeps growing. The Old Colony's pamphlet collection is, however, small, and about thirty-five boxes care for all this material. Their main leaflet material is not in pamphlet form, but in circulars and miscellaneous reports which can be accurately classified.

The book shelves contain large numbers of financial reference books, dictionaries, directories and other like material, with bound copies of magazines, and also the current numbers.

Still another file lists hundreds of investment bond circulars of companies, arranged alphabetically by companies, and over 100 which contain specific information relating to particular subjects are fully catalogued. Lists of securities, also, with current quotations must be full and complete, with an alphabetical arrangement to guide customers and clerks intelligently.

What the statistical department terms an "index key to the files" is a catalogue of the various file material. In the main catalogue there are some ten to twelve thousand cards, each of ten to twenty entries. These are the guides to the mass of material and are supplemented by other catalogues—one of these gives a list of obsolete securities for companies, a service which is of immense value to the firm.

Another card compilation undertaken by the library is the catalogue of quotation service which gives prices of unlisted securities gained from various sources. This is somewhat of an undertaking itself.

To facilitate the library work several "special services" are subscribed to. Some of these issue daily and weekly sheets of financial matters, monthly and quarterly cumulations of like kind. One, which is really an index of marketable bonds, tabulates in convenient form on card sheets special information of bond investments. The balance sheets, operating income, history, etc., of large railroad, public utility, and industrial companies, complete descriptions of bonds, together with their range of prices and other information, are contained in the tabulations. Government loans and corporation stocks, with complete data, are kept to date. Analytical work such as is performed by this kind of service is impossible in any one financial firm. By supplementing the library with such service and numerous special files and catalogues, the Old Colony Trust Company Library maintains an efficient standard of work.

Only within the past two or three years has this

library been recognized by the company as an asset. Before that time it was merely a small static collection of small or irrelevant matter.

The library specializes in steam railroad literature—all phases regarding the existing steam railroads of the country, whether equipment, lines or financial standing. That is their particular hobby, and, because of their strong collection, the library is specially well qualified to advise in railroad matters.

The main work of the Old Colony Trust Company Library lies in its service to their Trust and Bond Department, but its services are freely given to the public, whether patrons of the company or not. The Old Colony librarian and statistician, Mr. Edward H. Kittredge, is an ardent believer in co-operation and would be glad to assist in any possible way students of finance.

52. Pilgrim Publicity Association Library

For the past ten years the Pilgrim Publicity Association has been slowly developing a library of advertising and salesmanship. It contains about 500 books and 50 periodicals. The material has been carefully catalogued and classified.

The Association has over 400 members. The Educational Committee uses the library to a great extent in their lecture and class work for the membership throughout the winter months.

The library is maintained by voluntary contributions of money and books from the members. A "Give-one-book Campaign" last year netted a good many new books and some funds.

The Pilgrim Publicity Association Library is the only one in the city devoting itself wholly to advertising and in time it should develop into a collection of unusual possibilities. It is really not open to the public, but to the Association members. A very liberal policy, however, is pursued in this line and students of advertising problems will be well treated there, if they find the library of value in their work.

Mr. Guy E. Marion is the association librarian.

53. E. H. Rollins and Sons Library

E. H. Rollins & Sons, investment and bonds, at 200 Devonshire Street, maintain a financial and statistical library of about 500 volumes.

This library in the main contains books that would be of assistance in the study of finance.

The collection includes reports of public service commissions, bank commissions, railroad reports, insurance department publications and statistical year books and census of Canada. Poor's Manuals, *Commercial and Financial Chronicle*, daily bond buyer and other material found in such collections constitute the nucleus of the library.

Some pamphlets are kept, and a printed catalogue was issued in 1912. The library is maintained for the employees and clients of the firm.

The librarian, Mr. Donald Ordway, is at the front in France. At the present time the library comes under the direction of Miss Mabel E. Cheney.

54. Sampson and Murdock Co. Library

An unusual library is that maintained by the Sampson & Murdock Company at their office, 246

Summer street. This collection is made up almost entirely of directories, including city and town books, directories covering entire counties and states, and special trade directories covering the entire country. The City and Town Directories cover practically all places in the United States, and these books are kept strictly up-to-date.

The Sampson & Murdock Library can well be divided into three parts: first, a set of latest city and town directories; second, a set of latest trade directories; and third, a set of old directories running back in many cases to the date that the first directory for the place was published.

For Boston, as an example, the directories are kept on file running back to 1789; as a matter of fact, the Sampson & Murdock Company has published the Boston Directory ever since 1846. This company also publishes the New England Business Directory and city books for over 30 places.

The file of current directories is used by the Sampson & Murdock Company for compiling all kinds of mailing lists, and the manager of this department gives much data showing the advantages of securing lists taken from the latest up-to-date information compiled to order, so to meet actual requirements as nearly as possible.

During the last eight or ten years, direct mail advertising has been growing by leaps and bounds, and the Sampson & Murdock Company has established a separate department for compiling lists, furnishing "typewritten" letters, and in fact, for handling any details connected with their clients' mail advertising.

There are ample accommodations for the general public to use the library and for all ordinary reference work; there is no charge. The file of old directories is used principally for tracing persons whose addresses have been lost. Perhaps those using this service the most are attorneys. Directories are frequently used as court evidence and important witnesses are often located by the use of old books. To be more specific about this, assume that we are hunting for a George Freeman who used to live in Portland, Maine. By looking up the old Portland Directory and following through each year, we find that in 1911 Mr. Freeman moved to San Francisco, California. Then, by referring to the latest issue of the San Francisco Directory, we secure at once the correct address of Mr. Freeman. This same service is used by collecting agencies.

The current directories cover something like 4,000 cities or towns, and these books are all card indexed with cross references making it possible to locate quickly small towns that are included with many others in one publication. That is, towns which are too small to have a directory of their own are often grouped together and a combined directory published covering eight or ten places. The card catalogue numbers over 6,000 cards.

The directories are shelved by states and then alphabetically by cities and towns. Each volume has its given number and the entire collection numbers over 4,000 volumes.

A duplicate file of six or seven hundred directories one year old are kept on file in the Boston Public Library, though still the property of Sampson & Murdock.

The Sampson & Murdock Company was established in 1846, thus having 71 years of uninterrupted service to its credit. The library has been a part of the organization from the first and has flourished with the business. The company is one of the oldest of its kind and the library is certainly the largest and most complete in New England and probably on the Atlantic Coast.

Even a brief visit at the Sampson & Murdock Company Library gives much valuable and interesting information concerning directory advertising. Directory advertising is reference advertising.

Magazine and newspaper advertisements may create a desire for a certain article. Directory advertising explains the kind of merchandise or the kind of service that the advertiser is capable of supplying. After you want something, the directory tells where you can get it. It is especially interesting to compare advertisements running in the present directory with those for similar and in many cases the same concerns twenty-five or thirty years ago. In the older book the advertising was generally little more than a business card; almost no information was given. Through the untiring efforts of the Sampson & Murdock Company and the Association of Directory Publishers, directory advertising is now recognized as reference advertising and the advertisements in the current directories give valuable data regarding the firms represented.

Mr. C. H. Hawkes, manager of the list and letter department, is also in charge of the library.

55. Scovell, Wellington and Company Library

The firm of Scovell, Wellington and Company, Certified Public Accountants and Industrial Engineers, have accounting library facilities in the private library of Mr. Clinton H. Scovell, senior member of the firm.

The library was started with the firm in 1910 and now numbers about 600 volumes. The material is along the lines of general business, general and cost accounting, auditing, banking, commercial law, scientific management, correspondence and advertising.

Some pamphlet material is kept but filed in various offices under classification systems which are in process of revision.

A card catalog indexes the book material by subject. The library is for the general use of members of the organization.

Mr. J. Chester Crandell is the office manager.

56. Social Law Library

The Social Law Library in the Court House is one of the most interesting specialized libraries imaginable. It has always been housed in the same building with the court. The library has been in the present Court House since 1893; up to five years ago it was on the second floor and then it was moved to the present quarters in what was at that time a new addition to the building.

The appointments of the rooms are ideal. The harmonious blending of artistic furnishings with the

specially designed stacks tend to give the library an appearance unlike the average library. Bells at each reading desk bring, at an instant's notice, a page who will bring any desired books of the 65,000.

Many unique and rare articles are in the archives of the Social Law Library. It should be interesting to note a few. The library possesses the only known set of volumes comprising the complete trial of the famous Howland Will Case of years ago. At the time this case caused great comment because Hetty Green was a party in the suit. Justinian's Institutes, 1472, is also in the possession of the library. This work of the famous jurist is still in its original binding, and the hand engraving on the parchment is in a fine state of preservation. Another treasure is the watch of Lemuel Shaw, for 30 years Chief Justice of the Massachusetts Supreme Judicial Court. His grand-daughter, who presented the watch to the collection, stated that it was the only watch the Chief Justice ever had. Perhaps the most interesting of all these exceptional possessions is the original and only copy of the complete evidence in the case of Jesse Pomeroy, who has been so recently in the gaze of the public. The trial of his case is dated February 19, 1877.

But this library is not a museum only. It contains shelf upon shelf of legal periodicals. It has the reports of each state, numerous texts; and the reports and laws of Australia, England, France, Germany, Scotland, and all other European countries. The reports of English trials and pamphlets in the legal field are durably bound for preservation. A small library of miscellaneous publications and subjects, mainly received through donations, is

located where the readers may have prompt access to it. The stack rooms shelve the collection of duplicates, law briefs, session laws, some federal report, and State Bar Association reports.

A card catalogue of over 100,000 cards forms the key to the library. An author catalogue shows what is on hand by authors, and a subject catalogue gives the resources of the library on each topic.

The maintenance of the Social Law Library is under the direction of a board of trustees who are elected by the proprietors. Any members of the bar may become a proprietor or subscriber by paying a proprietor's fee or an annual subscription. Limited circulation is allowed proprietors only.

One may perhaps wonder at the name Social Law Library. The law at the time of the organization stated that any seven men might organize a library. So a few men who were of the legal profession met, organized a library, and added the name "social," hence, the name Social Law Library. It was organized in 1804 and incorporated in 1814.

The library is the second oldest of its kind in the country, and is the third largest, excepting the Harvard Law, in the United States.

Mr. Edward H. Redstone, the librarian, who has been with the library since 1908, successfully engineered the planning and moving of the library to its present location and efficiency.

This Law Library is not a public library, but is an exceptional library of the legal type. Our own Law School maintains a legal library especially fitted to meet the needs of its students.

57. Social Service Library

The Social Service Library, 18 Somerset Street, opposite the Court House, is another of the interesting special libraries of Boston. More than twenty years ago the Children's Aid Society began collecting annual reports of societies and institutions, and national, state, and municipal publications from all parts of this country and from Europe, as well as books on social questions. These made up the present library before it was moved from the Children's Aid Society in 1912.

Since that time the collection has been greatly expanded, and now numbers over fifty-eight thousand volumes, including pamphlets, reports and books. The library contains all classes of material relating to the various movements, educational, medical, philanthropic, and economic, which may be broadly classed under the head of Social Service. Public health, medical social service, mental hygiene, alcoholism, penology, criminology, social insurance, city planning, vocational education, child welfare, including studies of the defective and delinquent child, are among the special topics of immediate interest. All these are being catalogued in a card catalogue system.

This library is in the building with the Simmons College School for Social Workers. Students in these courses are the chief users of the library. Material for them is easily available and the library is used for assigned reference readings and research work. Further reading of certain books may be done at home.

In addition to the student body, there are a great

number of professional and social workers in Boston and the vicinity who make use of the collection. Books are asked for by representatives of the Social Service Departments of all the large hospitals, the Boston Associated Charities, the Massachusetts Society for the Prevention of Cruelty to Children, the Elizabeth Peabody House, probation officers, students from Technology, Boston University, Harvard and Simmons, and legislators from the State House.

The Social Service Library is maintained and developed partly by Simmons College, and partly by private interests. As the library is used extensively by the students of the School for Social Workers, Simmons College contributes a part proportionate to the service rendered. The remainder of the expense must be met by private subscription.

The Social Service Library is open as a free reference and circulating library to all who are interested in social problems of the day. Books may be withdrawn for two weeks, subject to renewal, and a summer privilege of taking six books for July and August is allowed all borrowers. To the students of Sociology this library should have a strong appeal.

The librarian, Miss Margaret Watkins,* is a Boston University graduate. It is a noticeable fact that Boston University is well represented in libraries in Massachusetts. Notwithstanding the fact that Boston University offers no courses in library training, the graduates who have entered the library profession hold responsible positions, using their collegiate

* Miss Elizabeth Fanning has been librarian since the resignation of Miss Watkins in June.

training as a base and acquiring their specific library training either in other institutions or in practical work.

58. Stone and Webster Library

The Library of Stone and Webster, maintained for the members of the organization, is exceptionally strong in engineering, statistics, finance and public utilities. With over 5,000 books, half that number of pamphlet material and a good assortment of magazines in the technical field, the library takes an important place in the administration of the firm's work.

The library collection proper includes works on civil, electrical, mechanical engineering, public utilities, a large number of special indexes, and general reference works. The growing tendency to co-operate in the purchase and use of reference works will mean more and more that this library avoids the purchasing of many a book of value when it knows that a business neighbor has it, or will have it, available.

A card catalogue of approximately 75,000 cards indexes not only the books and other material actually in the library, but more and more refers to material elsewhere in the offices and in other Boston libraries, and even in collections out of the state.

Books and magazines are sent around to different specialists in the office and articles of value are marked for preservation. Furthermore, experience has shown that it is exceedingly important for a library of this kind to know who's who in the organization and what their several specialties are; so

that the resources for getting at information include persons as well as printed matter. The same need for personal resources, of course, is true outside the organization as well. Consequently the card index which primarily refers to books, pamphlets, etc., has a goodly and growing insertion of colored cards that refer to personal resources. In short, the index might be called a "Where to look catalogue," and the library an "Information Bureau." This is in accord with the trend of library work in connection with business.

The Library of Stone and Webster is probably the oldest of its kind in this country. While it is maintained primarily for the members of the organization, through courtesy and cooperation it is available to others also. Mr. George W. Lee has been the librarian since the library was organized in 1907.

59. Charles H. Tenney and Company Library

Charles H. Tenney & Company maintain in their offices at 201 Devonshire Street a library devoted largely to industrial engineering. This concern manages some twenty public service companies, such as gas, electric, street railways and others of like nature.

The library contains all available printed matter relating directly or indirectly to the work of the company and the concerns it manages. Some of the volumes are made up of decisions of public service commissions and of state and federal courts, public service corporations and railroad reports of different states, texts on accounting, industrial engi-

neering, water power engineering. Municipal works of all sorts, viz., ordinances, reports, and so forth, journals, and periodicals of electricity, gas and chemistry; laws of states, directories of cities where properties are located, banking, workmen's compensation, taxation, steam roads, public service, peat, municipal ownership, meters, insurance, fuel, electric lighting, railways, lighting, coal, are also found.

Several vertical files are used for customers' correspondence and for pamphlet material. These pamphlets number about 1,200. Bound books mount up to about 1,000 volumes. Storage space on another floor cares for the earlier years of serial publications and bound periodicals.

The library proper is not the entire source of information. Each department has its own highly specialized collection as an adjunct to the main library.

The advertising department has in its cases several standard works on advertising and distribution. The advertising of the several concerns are preserved and bound in volumes for each locality.

The purchasing department has hundreds of trade catalogues, all fully indexed in one large catalogue. These cover all articles on manufacturing which are purchased for the different companies.

In the engineering department texts of engineering are shelved and there is a large assortment of catalogues of electric and mechanical engineering material. These are mostly of a technical nature. Some are the property of members of the firm.

Financial books are on file in the treasurer's office

and accounting and auditing works in the auditor's office.

The Drafting Room contains numerous fireproof cabinets for maps. Each company has a letter of the alphabet assigned. All maps and blueprints of the plant and vicinity are filed according to size. This necessitates a complete catalogue of the material. The maps number several thousand. A large number of constructional blueprints and maps and tracings are kept in the vertical file.

In another room are filed in specially constructed cases the log sheets of different companies in 30 immense volumes.

The investment department has as complete a collection as any of the departments. This comprises corporation records, a daily report service, indexes and literature of various securities. Numerous files of investment clients and prospects are fully indexed. Financial manuals are also kept here and many investment circulars, besides a private file of additional material. Descriptive statements of various securities are issued from this department and hence the material gathered there must be reliable and authentic.

Altogether the many sources of information not in the library proper, probably number 7,000 books, pamphlets, and maps. These, of course, form a very valuable addition to the library department.

The library proper is the depository for the type-written material regarding each of the several companies which must be used in the compiling of the annual report of each. The Tenney Company also publishes a mimeographed sheet weekly for man-

agers and department heads. *Tenney Service*, the employees' magazine for the organization, is issued monthly.

The library was established about fifteen years ago. The library is purely for reference to the company employees, and stockholders. Each local company under the direction of Tenney & Company has its own circulating library for its employees.

A card catalogue serves as a guide to the library, which is classified under the Dewey System. Miss I. A. Appleyard is the librarian.

60. Town Room Library

The Town Room Library at 3 Joy Street is decidedly unique in the realm of specialized libraries. When the Twentieth Century Club was quartered on Ashburton Place years ago it began a collection of books. Early in 1906 the Club moved, and it then formally installed its library and employed a librarian to develop its unusual selection of material.

At the present time the collection numbers over 4,000 books and 50,000 pamphlets, all made accessible by a card catalogue of over 125,000 cards. The magazine collection numbers about forty units, all relating to social work and city and town life.

Sociology in its very broadest sense is the main feature of the library and its norm in choosing matter. The pamphlet matter, which in such an array of material is of so great value, is shelved in boxes with the books which treat of the same subject. Psychology, ethics, morals, economics, charity, criminology, and material on a mass of allied sub-

ject such as town planning, city management, city improvements, civic betterment and other subjects are dealt with by the library in great detail.

The library, which is maintained by the Twentieth Century Club and the Massachusetts Civic League, was established primarily for the members of the two organizations, but it is open to the general public for reference. Circulation is allowed members, and the public may borrow books upon payment of a nominal fee of one dollar a year. Material is often sent parcel post to small libraries and individuals in outlying communities.

As a browsing place near the center of the city where readers may find all sorts of material, and as an efficient library where they may find the latest available treatment on city, town and village improvement interests, as well as complete files of societies and associations in movements that make for social betterment, the Town Room Library is unequalled in New England.

For years the dream of Joseph Lee, the Town Room became a reality through his generosity. The personality of Mr. Lee has been extremely evident in the moulding of the policy of the library. To this may be attributed the genial and hospitable atmosphere of the place with its alcoves and furniture of olden days and the huge fire place where one may watch the burning logs and read on a winters day. The Town Room reflects the spirit of Old New England and deserves a wider acquaintance with the reading public.

The librarian, Miss Florence A. Johnson, has been with the library for the past ten years.

61. United Drug Company Library

The United Drug Company has established a library devoted mainly to the lines of merchandising, drug trade and pharmacology. This is another one of the libraries organized in 1913 under the direction of Guy E. Marion, formerly secretary of the Special Libraries Association.

The static book collection here is not very large, for the majority of technical works relating to pharmacology and chemistry are kept as a working library in the analytical department. But in this general library the entire field of purchasing, selling, advertising, and displaying of drug store goods receive the larger portion of attention. Books relating to these subjects and to miscellaneous matter number 600. Some of these are along the lines of pharmacy and of publications of technical societies.

The catalogue collection is over 700 in number. As in other such collections, only catalogues relating to the business are kept. The material contained here is devoted to the field of drug store specialties, such as soda fountains, ice cream making, store fixtures, and so forth. Almost 400 pamphlets and clippings are filed alphabetically according to the subject.

The book material and the files of the house organ of the organization are catalogued in a card catalogue of 20,000 cards. This is done by author and subjects. The material, especially the official publication, *Rexall Ad-Vantages* is minutely indexed. In general, libraries such as this, operated by private firms, go in thoroughly for analytical indexing, especially in their own publications. Each

firm usually has a complete file of its own material wholly indexed.

Even the minutest details are instantly available by this catalogue—material not yet published in book form regarding salespeople, retailing, distribution, turn-overs, price maintenance, chain stores, wages, locations and expenses, and especially those subjects as adapted to the retail drug business. Even the latest material, published a comparatively short time ago, is kept track of.

Drug, pharmacy and trade journals, about seventy-five, are kept on file and the more important ones are bound—although all are preserved.

The library department comes under the direction of the Rexall Clubs Department, Mr. Thomas B. Wooten, director. The United Drug Company is very proud of what it is able to do through its library, in the disseminating of information regarding Twentieth Century methods of conducting a drug business. The Rexall Clubs and the Rexall Ad-Vantages are enabled to maintain their high state of efficiency through the sources of information in the library.

Miss Viola H. Burnham is librarian of the United Drug Company Library, which is chiefly for the executives in the organization, although others may use it also if given permission.

62. Vocation Bureau Library*

The Vocation Bureau of Boston, in its quarters

* On October 3, 1917, the Vocation Bureau was taken over by the Department of Education at Harvard University. It is now known as the Bureau of Vocational Guidance. Mr. Roy W. Kelly is the new director, while the associate director remains the same.

at 6 Beacon Street, maintains the most complete collection of literature regarding vocational guidance to be found anywhere in New England. This library was the first of its kind to be established in this country.

The formation of the Vocation Bureau was in 1908, at the Civic Service House in Boston. The next year it was placed on a firmly organized basis. From the very beginning all sorts of printed information has been gathered, until now students of educational work turn to the Bureau in the making of theses, reports, diagrams, statistics and like material.

The book collection is not large in number—there are, roughly, around three or four hundred volumes—but the bulk of material lies in the pamphlet field. Hundreds and thousands are filed in cabinets, files, cases, pamphlet boxes, shelves, and by other easily accessible methods. A store of information has been gathered from the world of industry and commerce. Reports, manuscripts, press and magazine clippings, material from European countries bearing on the subject of vocational guidance, files of individual letters regarding different trades, publications of state and national agencies interested in life-career problems, all these are available for the student and investigator.

The Bureau is a clearing-house for vocational guidance and is primarily a research body—a philanthropic institution. In its individual services, investigations and instructive experiments in the fields of education and employment, made with the aid of the Boston City Schools and Boston business firms, the Bureau has published several works. Many of

these are entire books regarding vocational guidance and education. Others are in bulletin and pamphlet form, each covering some particular trade.

Much time has been spent in original investigations by the special investigator for the bureau—the minimum length of time spent on any investigation being three months. Valuable information is often contained in tentative pamphlet form, manuscript and typewritten reports received from various sources. An endeavor is made to add to the collection everything published in this country and abroad dealing with the field of vocational literature, whether in book or other form.

The Boston Vocation Bureau, to supplement its services for the Boston City Schools, cooperates with The Home and School Association, The Girls' Trade Educational League, and the Women's Municipal League. The Employment Managers' Association is also actively interested in the work, and through all these agencies the transition period of the boy or girl from the school to life work has been seriously studied to prevent needless waste of time. The problem of education to-day is not only to instruct youth, but to guide in the struggle for a firm hold in life. Under modern conditions of labor division and high specialization in commerce and industry, this advisory service has become a grave necessity.

The material to be found in the Bureau's Library should be of inestimable value, not only to students of the vocational guidance course in the University, but also to students who intend to specialize in commercial teaching and those who are enrolled in the department of education as well.

No regular librarian is employed for the Library. The collection is under the supervision of Mr. Frederick J. Allen, Investigator of Occupations for the Vocation Bureau of Boston. Mr. Allen was at one time an instructor in the College of Liberal Arts and is now in charge of the special course on vocational guidance given under the direction of the Teachers' Course of the University. Students are cordially invited to make use of the material of the Vocation Bureau and are assisted in every possible way.

Mr. Meyer Bloomfield is the director of the Bureau.

63. Wells Memorial Library

The Wells Memorial—a working people's club—at 985 Washington Street, has a library of 800 volumes. The library was started in 1879 and is fully catalogued and classified. It is primarily for the use of working people who may take books out upon registration. Funds for the maintenance come from the general treasury of the Institute.

The subjects covered include: biography, history, economics, general literature, reference books, religion and some fiction. In connection with class work certain vocational subjects have their literature in the library, namely: cooking, automobiles, etc.

Magazines and papers are on the reading-tables, but with one exception none of the periodicals are preserved for future reference.

William C. Ewing, Superintendent of the Institute, has charge of the library.

64. Women's Educational and Industrial Union Library

The Library of the Women's Educational and Industrial Union is supposedly the only one of its kind in the United States. Without doubt this is the only library in America specializing on women's vocations and women in industry. To be sure, many large libraries maintain special collections of similar nature; notable among such collections are those of the John Crerar Library in Chicago and the New York Public Library. Our own library in its Galatea Collection maintains a superb library of suffrage, biography, and history of women. But these libraries handle their departments more from the historical and bibliographical side. They do not treat of women's work and vocation in such a way as to give business-like information—live, up-to-the-minute accurate data.

Started in the fall of 1910, the Union Library has confined itself primarily to pamphlet material, not that this is easier or more economical than book collections, but because literature of the kind suitable to the Union's needs is found mainly in unbound form. There are some bound volumes, about eight hundred, mainly relating to industrial and social problems. Besides these you will find on the shelves government documents adapted to such a library's particular needs.

As is the case in all special libraries, the Industrial Union Library makes great use of their vertical file material which is not catalogued, but arranged alphabetically in the files.

Between seven and eight thousand pamphlets on

the subjects of minimum wage, trade unionism, labor laws, vocation, current industrial problems, and so forth, are in the Library. Leaflet reports of different state boards; letters requesting special information and carbons of the answers; copies of lists of specific occupations compiled by the Library, make up the major portion of the pamphlet collection. Newspaper clippings are widely used for current topics and present tendencies in various occupations and trades. Every month over two hundred magazines are received, including a large number of English publications which are not generally found in this section of the country in small libraries. The Union Library's magazine field embraces economics and vocational education. A college catalogue and publication collection, though not nearly complete, is fairly representative. It is composed mainly of catalogues of non-sectarian institutions in the United States which are open to women.

The Women's Educational and Industrial Union Library is both a business library for the Union departments and a public reference library. One special feature of the library is its Legislative Information Service which gives complete information about social welfare measures in Massachusetts, women's clubs, and bills of legislation on women. This scheme has been in vogue several years and has been exceedingly useful not only to the patrons of the library but to legislators and social workers generally.

In conjunction with this service there is also maintained a file of members of the Massachusetts House of Representatives and Senate, and this gives

full information about each member. The list is alphabetically arranged and indexed by towns and districts. Daily and semi-weekly bulletins of sessions, dates and schedules of the General Court are filed. Biographical sketches of Congressmen and members of the General Court are part of the material. Some attempt even is made to keep track of Federal legislative measures affecting women and children.

The Union Library has arranged an address list of organizations, including women's organizations and others. For the smaller and little known clubs this index is many times of very great value.

The Union and its departments, including the library, enjoys the very closest cooperation with Simmons College. Some courses are given jointly by both institutions and as both are in the vocational field a number of Simmons' faculty members serve on the Union staff and committees and *vice versa*. This arrangement offers an ideal solution to the problem of vocational education for women.

While the Library is maintained as a department of the Women's Educational and Industrial Union, and is also supported in part by private donations, a large portion of its funds are received through the earnings of the Industrial Departments.

To students of Economics and to those interested in vocational education of women this special library should have a special appeal. The librarian, Miss Ethel M. Johnson, who has built up this unusual collection, has, since her graduation from college, taken several courses in Boston University, both in the College of Business Administration and the College of Liberal Arts.

The Library is open to all and all possible assistance is freely given.

65. Youth's Companion Library

An editorial reference library is maintained by the publishers of the *Youth's Companion* in their building on Commonwealth Avenue. In its strictest sense this collection is not a specialized library, for it contains a diversity of material, including general reference works in English and foreign languages, sociology, natural sciences, the arts, literature, travel, and other books of varied nature which pertain to a general library.

It is in its manner of preserving part of its resources that this library takes on somewhat of a special nature. Take, for instance, the editorial library. The editorial library of the *Companion* is not so complete in specialties as are those of many technical libraries. But it has something about everything, so that an editor can find illustrative material at hand, and this makes it unique by putting it in a special class.

The vertical file material of this library is kept in about 125 drawers, which house an enormous mass of information in a sort of loose leaf encyclopedia style. As magazines arrive they are stripped of covers, binding, staples and advertisements, and the articles and portraits to be preserved are checked. Each article is then stamped and "stabbed" with a wire staple and deposited in an oblong vertical filing envelope which contains practically all the material on the subject, or its sub-divisions, possessed by the library up to date. The magazine collection is ex-

tremely large and covers all branches of human activity. All leading European periodicals are subscribed for, as well as the American publications. In addition, the most prominent newspapers in the world are received.

This magazine-pamphlet collection, which is composed mostly of magazine articles, is in this respect unlike a newspaper library, which does not generally contain this class of print, but solely newspaper clippings and other transitory material.

The "loose-leaf" material is divided into several sections. First, there is the biographical division, which is arranged alphabetically. More prominent persons, such as Clemens, Samuel L., have several folders, general folder, portrait folder, and folder of homes. The files of places comes next, and in it the United States is divided by states and cities. Europe is treated in the same way. Next is the miscellaneous file of all material not in another classification. In the last section most of the envelopes relate to artists and illustrations. Work of these men is arranged alphabetically. There are also spaces devoted to cover designing, to commercial catalogues, to the costumes of the several historical periods and of the many countries. The art department has thousands of larger and more bulky photographs, which are all classified.

All this material mentioned above, and all bound book references, are noted on the envelopes in the vertical files, so by turning to the envelope which contains the information which you are looking for, you find the envelope to be a catalogue in itself. In addition, a card catalogue is kept for the bound books.

This collection of information in the form of classified articles and other pamphlet material gathered from every source and arranged for instant reference is what distinguishes editorial libraries, which are important for reference, from other types of technical libraries.

The editorial reference library of the *Youth's Companion* was started in 1898 as an editorial library. At the present time it has about 1,500 bound volumes and hundreds of thousands of magazine articles.

The *Youth's Companion* was first issued in 1827, the earliest juvenile magazine in the world and the only one that has continued to the present day. Its file of back numbers is very valuable, and each paragraph, article and author in every number since 1875 is indexed in a gigantic card case. This is used chiefly to locate references and to answer queries of subscribers.

Mr. Paul P. Foster, an assistant editor, is librarian and states that the library may be used by students engaged in research.

66. Harvard Musical Association Library

The Harvard Musical Association was founded in 1837, and one of its earliest activities was the formation of a musical library which, in 1843, consisted of between three and four hundred volumes. This number increased until now there are about 9,000 volumes of music and literature relating to music and the kindred arts. The collection is systematically arranged and carefully indexed for the use of musicians and students. The library is open

to members of the Association and to non-members under certain restrictions. It is maintained from membership dues and a fund bequeathed by the late Mrs. Julia M. Marsh. The library is located at 57a Chestnut Street, Boston.

Mr. Ernest O. Hiler is the librarian and Miss Mary A. Thayer the assistant librarian.

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This bibliography or reading list of library economy for business librarians is not intended to be exhaustive. It is merely a suggestion of the reading which should be a part of the training of every business librarian. The larger part of the material listed is of the past three or four years only.

The manuals, containing material of cataloguing, classification, and other kindred subjects, should be of value to those studying library economy, for while, as a rule, many of the rules and ideas are of no value in business library work, yet some of the fundamental principles are there, and excellent ideas can often be culled from the reading.

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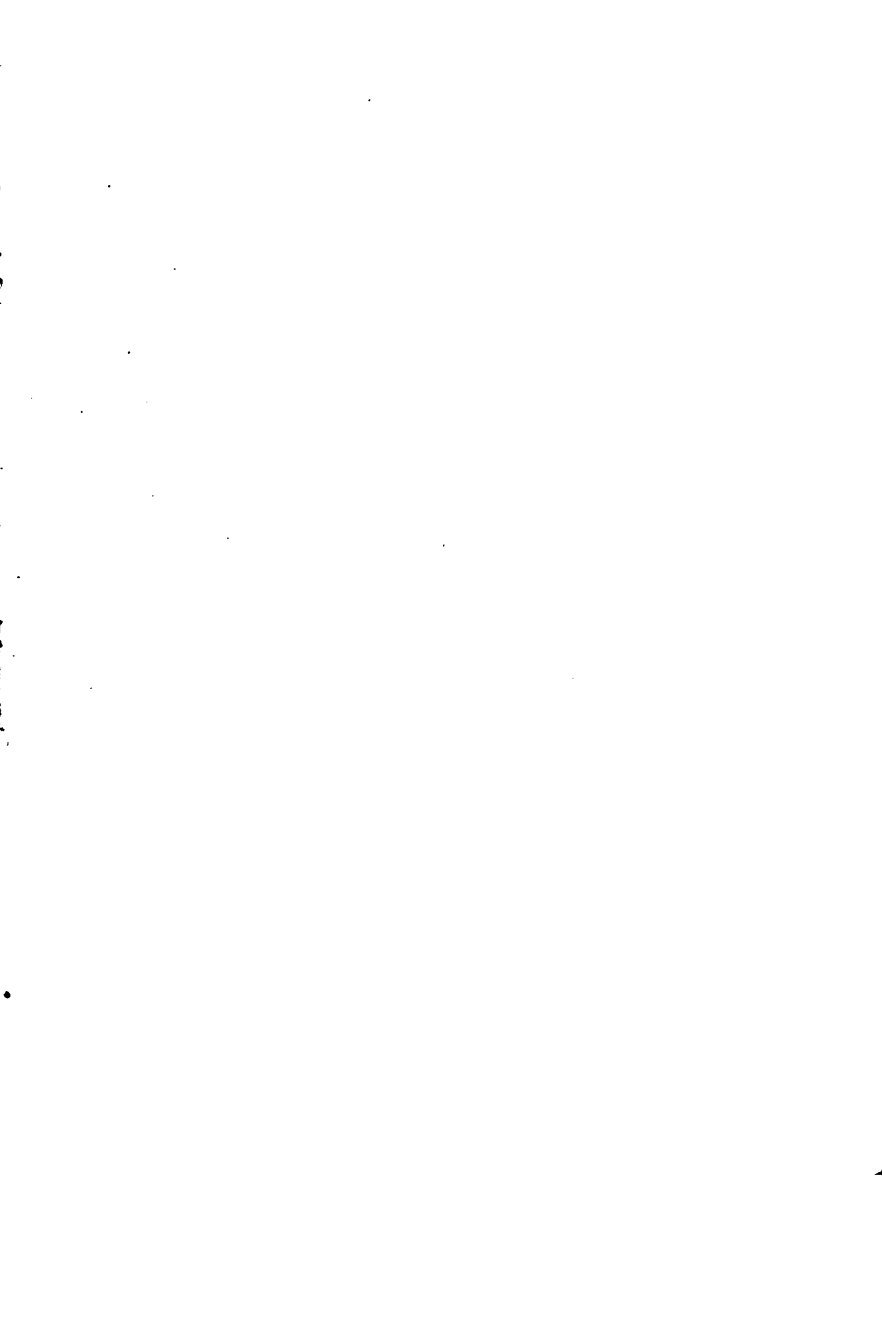
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